

Family Health Team

And Drs. Cooper, Brown, Griffin, Fransky, Ferreira, White, Gerasimoff, and Blanchard

Family Health Teams (FHTs) use a patient centred approach to primary health care that brings together doctors, nurses, nurse practitioners, social workers and other health care professionals to coordinate the highest possible quality of care for patients – when they need it and as close to home as possible. FHTs are a key component of Ontario’s health care plan to reduce wait times, improve access to doctors and nurses, and keep Ontarians healthy.

**Medical Receptionist
Full Time Permanent Position**

This 1.0 FTE position involves working 5 days per week as a Medical Receptionist. Responsibilities include checking in patients, answering the phone, responding to patient inquiries, and other clerical items such as scanning and prescription processing. You will be working as a team with two physicians and a nurse to provide coordinated quality patient care. The environment is very busy and fast paced. Preferred candidate will have previous experience in the healthcare field. Proficiency in the use of electronic health records would also be an asset.

If you have recently submitted your resume for another position please reapply.

Candidates are asked to submit a resume and cover letter by Friday, January 25th, 2019 to Sandra McGrath, Executive Director, Bancroft Family Health Team, at smcgrath@bancroftfht.com

We thank all interested applicants; however, only those selected for an interview will be contacted.