

## JOB POSTING

**DATE:** February 10, 2021

**POSITION:** **Booking Clerk – Casual Part-time**  
(15-21 hours per week, plus vacation coverage for full-time Booking Clerks)

**LOCATION:** Trent Hills Family Health Team, Main Site – 119 Isabella St., Campbellford

**REPORTS TO:** Clerical Supervisor

**DESCRIPTION:** The successful candidate will work remotely from home and book appointments for physicians and other clinicians using an electronic medical record. Other administrative duties may be added as available. Equipment and extensive training will be provided.

We offer a competitive salary.

**REQUIRED  
QUALIFICATIONS:**

- Minimum two years clerical support and reception experience
- Solid telephone skills with strong interpersonal and communication skills
- Effective listening skills, with ability to process information required to appropriately provide service, while recognizing boundaries and confidentiality
- Ability to work effectively within a multidisciplinary team
- Proven efficiency working in a fast-paced environment
- Reliable and capable of managing multiple administrative duties with minimum supervision
- Excellent computer skills with electronic medical records experience
- Keen attention to detail and accuracy
- Commitment to best practices and quality patient care
- Compliance with THFHT privacy policies
- Ability to work flexible hours, including evenings and Saturdays when needed
- Experience with Telus Health PSS a definite asset

**EDUCATION:**

- High school diploma
- Medical office administration certificate/diploma or equivalent required

**APPLY BY EMAIL  
TO:** Delayne Donald, Executive Director, [deloa9@thfht.com](mailto:deloa9@thfht.com)

**CLOSING DATE:** March 15, 2021