



Anishnawbe Health Toronto

Our mission: to improve the health and wellbeing of Aboriginal People in spirit, mind, emotion, and body by providing Traditional Healing within a multidisciplinary health care model.

Receptionist

Full Time Continuing Position



Are you interested in working in the urban Indigenous community? Anishnawbe Health Toronto is a fully accredited community health center offering access to health care for Indigenous people living in the GTA. With Indigenous culture and tradition at its core, AHT offers a full range of services and healthcare providers, including Traditional Healers, Medicine People, primary care and mental health practitioners, and service providers focusing on the social determinants of health. We provide care from a blended model of Traditional and Western approaches to improve our clients' wellbeing. As the Receptionist, you will be in proximity to Traditional Healers and Traditional knowledge carriers, where you will engage in consultation and learn cultural approaches to healing and wellness.

Duties & Responsibilities:

- Cordially greeting and assisting clients (and guests) with their scheduling needs, directing them to the appropriate personnel and/or resources.
- Providing new or prospective clients with information about the organization and services
- Booking client medical appointments over the phone and at the desk, using Electronic Medical Record
- Answering and directing phone calls, and following-up with email and voicemail messages
- Checking clients in, upon arrival at the clinic.
- Sending, receiving, and distributing mail, ensuring privacy and confidentiality.

- Maintaining positive and open communication with multi-disciplinary team members, clients, and guests and being an administrative resource for program staff.
- Maintaining the organization and proper functioning of the reception area
- Ensuring reception and administrative services are performed in a manner that reflects cultural safety and competency.
- Other administrative duties as assigned by management.

Qualifications & Experience:

- College Diploma, Certificate or equivalent, or completion of relevant training
- Minimum 2 years' experience in a receptionist position
- Ability to engage with clients, guests, and staff to address a variety of needs.
- Ability to work in a fast-paced environment
- Required to learn about Aboriginal culture, history, traditions, medicines, and healing approaches
- Knowledge of Aboriginal culture, traditions, teachings, and ceremonies; Aboriginal language skills an asset.
- Respect for Traditional healing and approaches to wellness.
- An understanding of the social determinants of health and how this impacts Indigenous health in an urban setting
- Proven organizational skills and the ability to multi-task.
- Awareness of mental health and addictions issues.

Why Choose Anishnawbe Health?

AHT offers a competitive salary and comprehensive benefits package. As the Receptionist, you will be a member of a multidisciplinary team including but not limited to psychiatry, Traditional Healers, counsellors, Two Spirit Trans services, primary care, Rapid Access Addiction Medicine, Housing Supports, and programming for children and youth. All services are delivered from a newly developed location in Toronto's Canary District.

How to Apply: Ready to embark on a rewarding journey with Anishnawbe Health? Submit your cover letter and resume by email to recruitment@aht.ca as a single document to become an integral part of a team committed to holistic health and a strong community.

Position will remain open until filled

Applicants who are Indigenous and meet the requirements of the job posting will be given first consideration in the hiring process.

Anishnawbe Health Toronto is committed to diversity and values the contribution of its employees from diverse backgrounds and experiences. We welcome applications from Indigenous persons, visible minority group members, women, and persons with disabilities, members of sexual minority groups, and others who contribute to greater diversity of perspectives.

(If you are invited for an interview and require accommodation, please let us know)
Meegwetch to all applicants, however, only those selected for an interview will be contacted.