



EMPLOYMENT OPPORTUNITY

MEDICAL RECEPTIONIST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Medical Receptionist** to join our Administration. The Medical Receptionist reports to the Nurse Practitioner Clinical Lead and is responsible for providing front-line reception and administrative support to Henvey Inlet First Nation's Health Centre. This position supports patient registration, appointment scheduling, Electronic Medical Records (EMR), referrals and daily clinic operations while sustaining culturally safe care. This position requires the highest degree of confidentiality and professionalism, as well as exceptional organizational and interpersonal communication skills.

Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Medical Receptionist will be responsible to:

- Welcome patients, families and visitors in a professional and culturally safe manner
- Register patients and verify demographics and health card information
- Manage patient flow and notify providers of patient arrivals
- Answer and direct telephone, email and in-person inquiries
- Present a positive and professional image of the organization at all times
- Maintain a clean and welcoming reception area
- Respond to general membership, staff and client inquiries regarding patient intake, clinic operations and business hours where appropriate
- Coordinate provider schedules and clinic room bookings
- Schedule, confirm, reschedule and cancel appointments
- Maintain preventive care recall lists and appointment reminders
- Monitor voicemail and relay messages accurately
- Accurately record and distribute all forms of paper correspondence and mail
- Create and maintain accurate patient records within the EMR
- Scan, upload and appropriately index medical documentation
- Process laboratory reports, consultation reports and medical correspondence
- Route electronic tasks and documentation to the appropriate provider
- Maintain confidentiality in accordance with PHIPA
- Prepare and process referrals and supporting documentation
- Prepare forms for provider completion
- Support daily clinic workflow and visiting providers
- Maintain office supply inventory, re-ordering supplies when needed
- Receive and date stamp all incoming mail, email, faxes, cheques and deliveries
- Prepare outgoing mail for distribution using postage meter machine
- Prepare, post and remove clinic correspondence, forms, letters, notices and memos to building communication boards and website as necessary

- Ensure security of clinic supplies, assets, client information and files
- Adhere to all HIFN Policies and Procedures
- Take interest in continuous learning and maintain up-to-date knowledge on current industry standards, regulations, trends and practices
- Participate in quality improvement activities and mandatory on-the job training and training workshops as required
- Attend and actively participate in mandatory staff and community meetings
- Perform other duties as assigned from time-to-time by the Nurse Practitioner Clinical Lead, Health Director or Chief and Council

QUALIFICATIONS

- Grade 12 diploma or equivalent required
- College diploma in Medical Office Administration, Office Administration – Health Services, Business Administration or a related field is preferred
- Completion of a Medical Terminology course and Medical Office Procedures course is preferred. Candidates who have not completed these courses must be willing to obtain them within the timeframe established by the employer.
- 2+ years of administrative experience in a medical office or healthcare setting is preferred
- Experience using the PSS Electronic Medical Record (EMR) is preferred, but experience with another EMR system is considered an asset
- Experience working within Indigenous communities or Indigenous health organizations is considered a strong asset
- Knowledge and understanding of First Nation Communities and their culture an asset
- Sensitivity to First Nations health and community issues
- Ability to understand and speak Ojibway preferred
- Current satisfactory CPIC
- Current First Aid and CPR Level C an asset
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle an asset
- Excellent client relations and interpersonal communication skills
- Strong written and verbal communication skills
- Exceptional organization and time-management skills
- Professional attitude and a strong work ethic
- Knowledge of PHIPA and confidentiality requirements
- Strong computer and typing skills
- Proficiency with Microsoft Word, Excel, Outlook and PowerPoint
- Excellent analytical and problem-solving skills
- Ability to adapt to changing work needs and demands
- Strong attention to detail
- Ability to work independently within an interdisciplinary team

WORK CONDITIONS

- Frequent computer use and interactions with patients and staff
- Fast-paced clinical environment with frequent interruptions
- Potential exposure to infectious diseases; PPE required as appropriate

HOURS OF WORK

Full-Time – 35.5 hrs/week

WORK LOCATION

In-office

REMUNERATION

\$24/hr - \$39/hr

START DATE

October 13, 2026

APPLICATION DEADLINE

September 20, 2026

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@henveyinlet.com

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

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.