



EXTERNAL Posting ID: #2026-027
Front Desk Reception

About Women's Health Clinic

WHC promotes personal agency and believes that all people should be empowered to take care of their mental, emotional, sexual, physical and spiritual health and wellbeing. We offer sexual, reproductive, and mental health care and support for people of all genders. Our organizational values guide our work through an anti-racist, anti-oppressive, intersectional, feminist, harm reduction lens. To learn more about WHC please visit our website: <https://womenshealthclinic.org/>

Position Summary:

To provide program and client service support functions in accordance with WHC policies and procedures to maintain consistent and high-quality programs and services. Hours of work may include day, evening and weekend hours. There are some designated bilingual positions that require proficiency in listening and speaking in both official languages (French and English).

Primary Responsibilities:

- Provide welcoming and inclusive reception and registration services to clients and visitors of WHC
- Provide health information relevant to clients and their support people and make referrals to other services and or community information if required
- Conduct brief assessments to intake clients and enter client information into the Electronic Medical Record (EMR) in conjunction with EChart
- Provide clinical support to practitioners (physicians, nurses, nurse practitioners, midwives) by completing tasks and document management in the EMR
- Create, update, and maintain practitioner appointment templates and schedule appointments
- Collect and data enter statistical information for WHC to assist in program planning and evaluation

Qualifications and Requirements:

- The ideal candidate is a self-motivated, organized and detail-oriented individual. The successful candidate will possess excellent analytical, verbal and written communication skills and be able to work to strict deadlines while contributing to a professional working environment
- Completion of high school or equivalent program of studies
- Proficiency in English
- Must be legally eligible to work in Canada
- Satisfactory Criminal Record check with vulnerable sector search, Child Abuse and Adult Abuse Registry check

Assets:

- Proficiency in both official languages or other languages
- Knowledge of barriers that affect 2SLGBTQIA+ & BIPOC communities accessing health care
- Commitment to anti-oppressive and anti-racist work practices

Anticipated Shifts: 11:00 am-3:00 pm Monday to Friday (4 hours/day)

EFT/Hours: 0.50 EFT / 20 hours per week

MAT LOA TERM which may expire sooner than the date indicated, subject to written notice of a minimum two (2) weeks, or one (1) pay period, whichever is longer

Posting Date: August 17, 2026

Posting Closed: August 31, 2026

Salary Range: \$21.081 to \$24.364 hour

Union and Site: CUPE F / Women's Health Clinic Ode'imin

How to apply: Please reference Job Posting #2026-027 in the email subject line and submit your cover letter and resume (PDF or MS Word Document) to WHChr@womenshealthclinic.org

- ❖ At Women's Health Clinic we value our employees' potential, motivation to learn, growth and contributions. If your experience or education doesn't align perfectly with every qualification, we encourage you to apply anyways!
- ❖ To ensure an inclusive recruitment process, accommodations are provided for applicants with disabilities upon request. Please know that you are welcome to request an accommodation at any point in the process. All information received regarding accommodations will be kept confidential.
- ❖ WHC is committed to the development of a team that reflects the diversity of the communities we serve. We welcome and encourage applications from all women*, racialized and Indigenous people, people with disabilities, and members of the 2SLGBTQ* community.

As an intersectional feminist organization, we welcome clients of many genders, including Two-Spirit, trans men and women, genderqueer, and non-binary people. For more information on our programs and who we serve, [click here](#).