



JOB POSTING #2022-043RV

Internal / External Posting

Union: CUPE F

Posting Date: June 10, 2022

Salary Range: \$ 17.107 to 19.831 hour

Opportunity: Bilingual Front Desk – Odéimin (formerly known as the Birth Center)

Hours: 0.4 FTE / 16 hours per week (must be available Tuesday and Wednesdays, 12:00-8:00pm)

Deadline Date: June 24, 2022

WHC is committed to the development of a staff team that reflects the diversity of the communities we serve. We strongly encourage persons who reflect the diversity of our clients to apply. We welcome and encourage applications from all women*, racialized and Indigenous people, people with disabilities, and members of the 2SLGBTQ* community. We invite applicants who can contribute to the mission, vision and values of WHC, and the achievement of its strategic plan through collaboration and teamwork.

Our Vision, Mission & Values:

Women's Health Clinic (WHC) provides accessible, woman-centred services, creates strategic partnerships and advocates for system change.

We work toward the vision of having equitable health and wellness services within and beyond WHC, delivered through a feminist lens.

All our work is guided by our values – choice, inclusion, social justice, innovation and integrity.

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, weekend and on call hours. There are some designated bilingual positions that require proficiency in listening and speaking in both official languages (French and English).

Our 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.

Candidates must have:

- Completion of high school or equivalent program of studies
- Be fluently bilingual in both official languages (French and English)
- Satisfactory Criminal Record check and Child Abuse Registry check.

Assets:

- Proficiency in other languages
- Proficiency using Accuro medical database
- Live in close proximity (within 30 minutes) of Odéimin - 603 St. Mary's Road
- Knowledge of barriers that impact BIPOC & 2SLGBTQIA communities accessing health care
- Commitment to anti-oppressive & anti-racist work practices

HOW TO APPLY:

Reference: "JOB POSTING #2022- 043RV in ALL correspondence

Email cover letter and cv to: WHChr@womenshealthclinic.org

For a full position description go to: <http://womenshealthclinic.org/get-involved/jobs/>

We thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted.

**We use an inclusive definition of "women" and welcome Two-Spirit, genderqueer, trans and non-binary people to Women's Health Clinic. For more information on our programs and who we serve, visit www.womenshealthclinic.org/whoweserve.*