



## DENTAL RECEPTIONIST PART-TIME

Cool Aid employees are characterized by their compassion, professionalism and commitment. Whether we're providing shelter services, supporting tenants, or delivering health services to inner-city clients we are dedicated to improving the well-being and health of the people we serve. Our contributions and the quality of our services are due to the dedication of our employees.

Employees come from diverse backgrounds, and all walks of life. We're committed to equality and inclusion.

**All candidates** please submit **cover letter and resume** in confidence to Linda Ferris, [lferris@coolaid.org](mailto:lferris@coolaid.org) by 4:00pm on Thursday March 14, 2019.

**Please note - while we would like to connect with everyone interested in this position, only applicants chosen for interviews will be contacted.**

**Hourly Wage Rate:** \$21.72

This is an excellent opportunity for someone looking for stability on a part-time basis, and with the flexibility to pick up additional shifts as desired.

The Cool Aid Dental Clinic is a busy three-chair practice. Working as part of a well-integrated team you will maintain client records, book of appointments, bill, maintain and balance cash records, receive and provide information to clients and the public. You will also bring an understanding of government and carrier benefits guidelines and provide clerical support as requested.

**Program** Community Health

**Work Location** 2<sup>nd</sup> Floor, 713 Johnson Street, Community Health Centre

**Hours of Work** 7 hours per week plus the ability to pick up extra shifts.

**Work Day** Monday

**Start Time** 8:30am

**End Time** 4:30pm

### Qualifications

Completion of Grade12 plus one year of related training and at least one year of experience that includes:

- Familiarity with the Exan Power Practice system
- Ability to manage both paper and electronic information effectively and communicate well both orally and in writing.
- Ability to organize work, manage time and carry out the duties of the position with independence.
- Ability to type 70 words per minute, word process and use a range of related application software programs.
- Skill in preparation of documents and reports
- Ability to work with multiple deadlines and interruptions, must thrive in an environment with constant demands
- Excellent organization and analytical skills, exercise initiative, judgment and priority-establishing abilities