



Speech Hens

"Communicate with Confidence"

Job Description

Position Title: Receptionist

Contract: Starts February, 2024. Shifts are Monday-Thursday, and some Fridays (32-40 hours). Shifts are mostly 9am-5pm, but at least one 11am-7pm required. Some flexibility possible. Reports to two managers.

Pay: \$18 per hour to start (direct deposit every 2 weeks) with benefits starting September, 2024.

Speech Hens is looking for a vibrant receptionist to support our team. We are a busy clinic located in the heart of Norfolk County with a focus on pediatrics. Our passion is helping families access services and get the support needed for their child's communication, feeding, and literacy needs. We provide assessment, treatment, consultation, group programs and classes, camps, and community events.

Do you want to be a part of a team that inspires children, families, and communities? Join our team! We offer a supportive environment, team building opportunities, a fun atmosphere, and flexible scheduling. The successful candidate will be friendly and have strong attention to detail.

Responsibilities:

- ✓ Greet clients and answer phones in a friendly and culturally sensitive manner
- ✓ Check out clients (take payments, schedule next session)
- ✓ Coordinate client intake
- ✓ Schedule clients for appointments
- ✓ Prepare materials and assist clinicians as needed
- ✓ Take inventory and order supplies
- ✓ Light cleaning duties (put away toys, take out garbage)
- ✓ Follow Clinic policies and procedures

Minimum Requirements:

- Post-secondary education
- 1-2 years related experience (healthcare/medical environment preferred)
- Competency with Excel, Word, PowerPoint, Google Drive
- Vulnerable Sector Check required
- First Aid and CPR preferred

Interested candidates please send your resume, cover letter, and references to:
info@speechhens.com