



EMPLOYMENT OPPORTUNITY

Position: Medical Receptionist

Background:

Incorporated in 2017, the Matawa Health Cooperative (MHC) is a Matawa First Nation owned and controlled health co-operative that provides health care services to enhance existing health services to achieve long-term health and well-being for all members within the nine (9) Matawa First Nations. It is overseen by a Board of Directors and is a member of the Health Care Co-operatives Federation of Canada. The MHC is community-driven with available services being tailored to individual community's needs. It is the first of its kind in Canada.

The MHC works to incorporate traditional healing and medicines in addressing the wholistic health needs of the Matawa First Nations focusing on the priorities of mental health and addictions, diabetes and chronic diseases.

The organization is accepting applications for a Full Time Medical Receptionist.

Position Summary:

The Medical Receptionist will work under the supervision of the Clinic Manager. The Medical Receptionist is responsible for providing day-to-day clinical support and assistance for the MHC medical staff. They will provide customer services to clients and visitors, provide secretarial duties including managing medical documents and workflow, answering telephones, coordinating appointments, and assisting and referring clients.

Specific duties include:

- Welcome all visitors, being friendly and professional, addressing their needs.
- Assist with ordering medical and office supplies.
- Coordinate for multiple providers booking requests, completes client intakes, confirm patient appointments, and assist with booking specialist and diagnostics appointments.
- Coordinate and maintain up-to-date filing systems for general correspondence and issues in the MHC office.
- Scan documents to client charts in a timely manner and use the EMR messaging system to assist with patient follow-up as needed.
- Other duties related to effectively operating the Matawa Health Co-op office, as assigned.

Preferred Qualifications, Experience, Knowledge and Abilities:

The Medical Reception must possess at minimum: Medical Reception/Medical Office Assistant Certificate or equivalent working experience with a minimum of 1-year working in a clinical setting. The ideal candidate must also have the ability to display and support Matawa Health Co-operative's vision, mission, and goals in providing respectful and effective health care.

Benefits of working for the Matawa Health Co-operative:

- Optional flexible schedule to support work-life balance.
- HOOPP pension plan available to all employees.
- Canada Life benefit plan that includes dental, healthcare and vision care.
- Employee & family assistance program (EFAP) available to all employees.
- Competitive salaries and paid vacation time.
- Making a difference for Matawa communities.

Location: Thunder Bay, Ontario

Salary: Commensurate with experience

Term: Full-Time Position

How to Apply: Please send your cover letter, resume, and three references to:

Matawa Health Co-operative
RE: Medical Receptionist
523 Algoma St. N.
Thunder Bay, ON P7A 5C2
Fax: (807) 346-2371
Email: mhc-careers@matawa.on.ca

Deadline: Thursday, June 12, 2025

For additional information, please view the job description at the Matawa website:

www.matawa.on.ca

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