

NOTICE:**JOB POSTING #0830****POSITION:** Dental Receptionist**1 Part Time Temporary – Surrey Health****(Position is temporary)****SALARY:** \$19.72 – \$21.78 per hour depending upon applicants' length of seniority (as per the Collective Agreement)**HOURS AND DAYS OF WORK:**

- Tuesday, Thursday, and Friday
- Shift times are **09:30 to 17:30 Hours**
- Shifts are **7.5** hours in length
- Days of rest shall be consecutive. Schedule may change with two weeks' notice
- Probationary/qualifying period will be 488 hours with mid and end point reviews

JOB SUMMARY:

The Dental Receptionist reports to the Site Manager and works in accordance with the mission and philosophy of Lookout Housing and Health Society, including following Lookout's Code of Ethics. The receptionist provides a variety of reception, clerical and dental office assistance in an office setting. The receptionist also maintains files and related filing systems. The receptionist will facilitate intakes and manage the intake process of clients; ensuring that all appropriate documentation is available for the dentist. The receptionist deals with the public, and professionals involved in the support of the clientele.

JOB DUTIES (In Brief):

- Provide support and process client intakes; answer phones and in-person inquiries
- Complete and maintain related manual and computerized records
- Sort and distribute incoming mail, posts, and faxes; and courier and prepare outgoing mail
- Prepare, check, and process standard dental office documents
- Maintain filing system, log lists, client register and other records, and office supplies
- Maintain all necessary records and ensure that documentation is accurate, complete, and up-to-date
- Provide typing support to staff members as required
- Operate a variety of office equipment, such as computers, printers, copiers, and facsimile equipment
- Order from appropriate dental suppliers for the clinic and track usage of stock

QUALIFICATIONS & COMPETENCE:

- Related Diploma or Certificate; or minimum Grade 12 education, plus six months of recent related experience; Or an equivalent combination of education, training, and experience
- **Must have current Occupational First Aid Level 1 Certificate**
- **Must have two doses of COVID 19 vaccine**
- Crisis Intervention Skills Training is an asset
- Ability to work independently or in a team setting
- Strong ability to manage stress and organize workload
- Excellent communication, writing, documentation, and organization skills
- Ability to understand and maintain clientele/worker boundaries
- Ability to work with disadvantaged and challenging adults in a diverse environment
- Strong physical and mental ability to perform work tasks and operate job related equipment
- A minimum of two years of sobriety if you have had concerns related to alcohol and/or drug use
- Criminal Record Clearance – Vulnerable Sector

Lookout Housing and Health Society is committed to empowering people from different races, gender, age, religion, identities and unique experiences. We welcome everyone from diverse backgrounds and encourage them to apply in order to foster an inclusive environment

TO APPLY: Submit cover letter and resume, and quote **Job Posting #** in the subject line to: Meg.Tran@lookoutsociety.ca**CLOSING DATE:** Applications will be accepted until **March 21, 2023 at 5:00pm**

*"All employees, including laid off and displaced employees, are entitled to apply on the vacancy and be considered pursuant to the provisions of Article 12.9." **Internal applicants must notify manager of intent to apply.** External applicants will be reviewed after Internal.*

ALL QUALIFIED APPLICANTS WELCOME TO APPLY. THOSE SHORT-LISTED WILL BE CONTACTED

c. BCGEU, Shop Steward