

**Community Midwives of Ottawa**  
**Administrator– Parental Leave Contract**

Community Midwives of Ottawa is looking for a reliable, hardworking, and friendly individual to join our support staff team. Our practice is located inside the Ottawa Birth and Wellness Centre. We opened in 2016 and have grown quickly since then. We provide midwifery care to a diverse clientele which reflects the population of Ottawa.

This position requires full COVID vaccination.

**Responsibilities:**

- To provide general reception duties such as front line greeting of clients and visitors, answering inquiries by business text, email and phone, and providing information to potential and current clients
- Primary contact between clients and the clinic
- Manage the midwives' appointment schedules, booking and confirming appointments
- Calls, emails, intakes, letter preparation, assisting clients with logistics
- Assisting with the smooth functioning of the office, ordering supplies and inventory maintenance
- Soliciting and organizing donations
- Multi-tasking and prioritizing in a very fast paced environment
- Covering reception for the Wellness Centre when needed
- Working with electronic documents, and electronic medical records
- Keeping an organized, uncluttered workspace including dishes at the end of the day.

**Qualifications:**

- Fluent in English and knowledge of another language is an asset (esp. Arabic, Mandarin, Russian and Spanish).
- Knowledge of computer programs and applications including Microsoft Office, Google Suite and electronic medical records
- Excellent communication skills, both written and oral
- Ability to work both independently and collaboratively
- Experience working in medical office environment an asset
- Knowledge of midwifery care an asset
- Training/certification in medical office admin, bookkeeping, accounting, an asset

This contract will run from January 2022 until Summer 2023.

Full Time Monday to Friday 830-5

Compensation starting at \$20/hour with potential for increase/benefits based on performance.

Position start date January 17, 2022

Please send your resume and cover letter to [hr@ottawamidwives.ca](mailto:hr@ottawamidwives.ca).

The application deadline is November 15, 2021

Only those selected for an interview will be contacted.