



Receptionist

Temporary Full-Time (8 Weeks)

\$20 Per Hour

Funding for this position is provided by The Government of Canada through the Canada Summer Jobs Program. It is intended for youth between 15 – 30 years of age for the purpose of skills development and exposure to career opportunities.

POSITION OVERVIEW

1. Being the Director of First Impressions by greeting visitors and families as they call or enter Hospice Muskoka;
2. Responsible for responding to and directing phone calls appropriately;
3. Greet all visitors at the door and screen them for Covid-19 symptoms before they enter the hospice and before directing them to the person they came to visit;
4. Assist staff, residents and families in various ways, as required from time to time;
5. Sanitize the front vestibule and reception desk frequently throughout the day and keep the area maintained to look uncluttered and welcoming;
6. Maintain records of every person in the house to meet fire safety regulations.
7. Maintain a schedule for guest room bookings and monitor the gift shop

QUALIFICATIONS

8. A genuine interest in helping people;
9. Exemplary customer service and sensitivity to people's feelings;
10. Excellent communication and organizational skills;
11. Punctual, approachable, and acutely aware of the needs of others;
12. Ability to work independently and as part of a team;
13. Critical awareness of the confidentiality requirements of a healthcare organization.

General

14. Provide current Vulnerable Sector Police Record Check.
15. Provide proof of 3 doses of vaccine against Covid-19.



Funded by the
Government
of Canada

Canada

External Job Posting

Receptionist

Send applications by email to Donna, Executive Director at:
dkearney@hospicemuskoka.com

Please include the job title that you are applying for in the Subject Line.

Hospice Muskoka is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard for race, colour, religion, gender, gender identity or expression, disability or age