

Reception/Data Entry Clerk (35 hours/week, 8-week summer contract)

Who We are:

Langs is a grass-roots neighbourhood-based organization that has become so much more! Langs was established as a community development project in 1978 by a group of citizens and service providers concerned about the lack of accessible services in the community. Langs has grown to become a dynamic, respected multi-service organization that uses a community development approach to provide comprehensive health, social and recreational services that are responsive to the changing needs of our community.

What We are Looking For:

We are currently recruiting for a Reception/Data Entry Clerk to join our team for a summer position. This role is responsible for providing coverage for the Main Reception and Diabetes Education Program as well as assisting with general administrative tasks and duties as assigned.

A successful candidate in this role would have

- Experience in customer service, data entry and analysis, and performing general administrative duties
- A background in health sciences, social services, or business administration would be an asset.
- Experience using Microsoft Office Suite (Word, Excel, Outlook etc.)
- Organized and possess excellent written and verbal communication skills
- Experience using PS Suites electronic medical record software a definite asset
- Meets the criteria for the Canada Summer Jobs program

In this role you will be expected to complete the following tasks

- Perform reception, clerical and administrative support duties including processing medical referrals, booking appointments, answering and screening telephone calls, greeting patients, program participants and visitors to Langs.
- Be responsible for providing and collecting surveys and evaluation forms to patients.
- Work with admin staff to create databases to collect survey and evaluations data
- Contacting relevant patients to ensure up to date intake/demographic information
- Data entry of intake/demographic information
- Assist with preparing and formatting documents, spreadsheets forms and reports.
- Faxing and photocopying
- Assist with Langs special events
- Ensure privacy and confidentiality of all pertinent information.
- Performs other duties as required

What We Can Offer You:

Langs is an organization where people belong. Langs is committed to promoting Inclusion, Diversity, Equity, and Access for all our staff, patients, participants, and volunteers. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Langs strives for an inclusive environment centred on employee wellbeing and supportive leadership.

Don't meet every requirement? Studies have shown that women and people of colour hesitate to apply to jobs unless they meet every single qualification. At Langs, we are dedicated to building a diverse, inclusive and authentic workplace, if you're excited about this role but your past experience doesn't align perfectly with every qualification please apply and share in your cover letter why you believe you are the right candidate.

Candidates are required to submit detailed cover letter along with their resume by May 12, 2024
Candidates requiring accommodation to participate should contact Human Resources to communicate any accommodation needs.