



St. Joseph's Villa of Sudbury

WE ARE CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

Receptionist

Long term care is a great career choice! It offers a more relaxed home environment where caregivers build strong, long-lasting relationships with residents and their families. Enjoy the wonderful advantage of really getting to know our residents as people, as friends, and as the pioneers who built our community. As a not-for-profit organization, we focus our resources on our staffing ratios, high quality meals and resident services. Consider Long Term Care as a unique opportunity to make a genuine difference in the lives of others.

Temporary Full-time

Hourly rate: \$17.98 - \$21.16 (commensurate with experience)

Start date: as soon as possible

The primary goal of the Receptionist is to ensure our residents and families receive friendly, person-centered services that are in alignment with our values of Dignity, Excellence, Service and Integrity. The Receptionist is the face of our organization when they meet and greet callers and visitors to provide information, accept deliveries, and monitor security. They perform key clerical support functions for the managers and administrative team and handle a variety of front office functions at the reception desk. The Receptionist is an important team member who plays a vital role in communications and the coordination of services, and contributes significantly to the wellbeing and quality of life of our residents.

Additional duties include but are not limited to:

- Managing incoming and outgoing mail
- Managing resident trust accounts
- Assisting with screening functions at the front entrance
- Accepting payments, donations and deliveries
- Participating in emergency preparedness activities

QUALIFICATIONS:

- Post-secondary diploma in Office Administration, Medical Office Administration, or related field
- Secondary School Graduation Diploma
- Bilingualism is an asset
- COVID Vaccination (2 Doses) required to work in our facility

We thank all applicants for their interest and invite applications from persons with disabilities. Only those applicants selected for interviews will be contacted. Please advise at the time of contact if you require accommodations for your interview.



ABOUT ST. JOSEPH'S VILLA OF SUDBURY:

St. Joseph's Villa is a 128-bed long-term care home providing the highest standards of resident care. Our approach to holistic care respects the unique needs and fosters the spiritual, physical and emotional well-being of each of our residents. We are a faith-based organization guided by core values of Service, Integrity, Dignity and Excellence with a focus on a culture of caring.

If you feel that you are a good fit for our organization, please apply!

HOW TO APPLY:

Please indicate the Job Title of the position to which you are applying in the subject line of your email or fax cover sheet.

St. Joseph's Villa

Attention: Human Resources

1250 South Bay Rd

Sudbury, ON P3E 6L9

Fax: 705-674-9550

Email: hrstjosephs@sjsudbury.com

St. Joseph's Villa offers a competitive salary, comprehensive benefits package and career development opportunities.