simcoe muskoka
DISTRICT HEALTH UNIT

Posting Notice #26-60

Internal ☒ / External ☒
26-60

Position:	RECEPTIONIST		Number of Positions:	1
Classification:	PART-TIME	NON-UNION	**FTE:**	0.6 = 21 HOURS PER WEEK
Existing Vacancy	☒ YES ☐ NO			
Department:	CORPORATE SERVICES		**Program:**	FINANCE & COPORATE OPERATIONS
Location:	BARRIE		**Anticipated Date of Hire:**	JANUARY 4, 2027
Salary Range:	$32.94 - $36.92 HOURLY (2027 PAY RATE)		**Posting Date:**	NOVEMBER 25, 2026
Criminal Record Check:	Required ☒ YES ☐ NO		**Vulnerable Sector Screening:**	Required ☐ YES ☒ NO

Purpose of Position:
Located at our 15 Sperling location in Barrie, ON this position requires and individual to provide effective and efficient reception services and act as the first point of contact for clients and visitors to the health unit. This includes operating a switchboard system, receiving and directing all incoming calls from the general public and other organizations; greeting and directing visitors to the health unit office; sorting and distributing incoming mail, preparing outgoing mail, maintaining meeting listings/room booking; maintaining petty cash monies.

This position also administers Audio Visual and Resources requests including providing timely service to internal clients and data entry.

May provide secretarial or administrative support to programs.

For further details refer to the Receptionist position description.

Responsibilities:

- Greet clients, members of the public and health unit staff in a courteous and professional manner;
- Answer incoming telephone calls and direct to appropriate persons;
- Support Agency Resources and Audiovisual requests and distribution using an electronic system;
- Thorough knowledge of all SMDHU program areas;
- Support members of public with various program-related activities (e.g. vaccine release, water samples, clinics, supplies distribution);
- Equipment and Supplies maintenance/inventory activities (e.g. equipment servicing, coffee and office supplies);
- Maintain records & provide data management, including security in accordance with agency standards;
- Agency vehicle maintenance support;
- Receive orientation and annual training related to infection prevention and control practice through a variety of methods as recommended by the Supervisor;
- Tracking activities as required (e.g. email inboxes, items received/distributed).

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Specific knowledge, skills, abilities:

- Demonstrate compassion, understanding and respect of marginalized populations accessing services of the Agency;
- Demonstrated ability to effectively handle a switchboard with multiple lines and extensions;
- Demonstrated oral, written and interpersonal communication skills including the ability to deal with staff and the public in routine and challenging situations;
- Demonstrated skills in Microsoft Word, Excel, and Outlook;
- Demonstrated keyboarding skills;
- Demonstrated petty cash experience including reconciliation;
- Demonstrated ability to work independently within established parameters and to function effectively as a member of a team;
- Maintain certification in First Aid/CPR/AED;
- Assume role of Fire Marshall/Tornado Marshall;
- Demonstrated ability to organize and prioritize work;
- Demonstrated ability to manage time effectively and meet deadlines;
- Demonstrated ability to manage multiple demands in a professional and diplomatic manner.

Education:

- Secondary School Diploma

Related Experience:

- 3 – 5 years' relevant experience, including responsibility for petty cash.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

- Current certification in First Aid/CPR

Deadline: 4:00 pm, TUESDAY, DECEMBER 08, 2026

This is an internal non-union posting*. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.*

For further details: refer to the **#26-60** position description.

For both internal SMDHU applicants and external applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting **#26-60** in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position.

The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- Specific examples of how your experience meets the experience requirements listed.
- Specific examples of how your experience meets each of the minimum requirements of the job listed.
- Specific examples of how your education and/or experience meet each of the preferred assets listed in this competition.

Applicants who fail to satisfactorily provide all of the detailed information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

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Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered as you would have missed the application deadline.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.

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