



Listowel Clinic Family Health Organization

185 Inkerman St. E
Listowel, ON N4W 2N1

November 15, 2023

Referral Clerk (Administrator)

Located in Northern Perth County in Southwestern Ontario, the Listowel Clinic Family Health Organization is a progressive team of health professionals, with an integrated approach to healthcare. Our office is located in the growing community of North Perth, Listowel. We are currently seeking a **Referral Clerk (Administrator)** with strong commitment and the ability to work collaboratively in a team setting in a full-time permanent capacity.

Position Overview: The Listowel Family Health Organization (Listowel Clinic) offers integrated services with support from the Listowel-Wingham and Area Family Health Team to provide the community with high level health care. This position supports the physician group along with the three Nurse Practitioners with connecting their patients to referred specialists. Referral Administrator will ensure the referral letters and forms are completed accurately, and sent with the required information to the corresponding specialist.

Skills and Abilities:

- Thorough working knowledge of the Ontario healthcare system to enable referrals to appropriate healthcare providers
- Excellent critical thinking and problem-solving skills.
- Strong interpersonal and customer service skills.
- Exceptional organizational and verbal and written communication skills.
- Knowledge of Microsoft Windows and Office applications.
- Ability to effectively foster good rapport and cooperative working relationships; and to champion the corporate mission and values.

Please email your cover letter & resume in confidence, to:

Stephanie Gratton
Practice Operations Manager
sgratton@npfht.ca

by Wednesday November 22, 2023.