



## **Patient & Office Coordinator** **Part-Time** ***Onsite Role***

**Job Posting: July 1, 2024**

**Posting Expiry: Until sufficiently filled**

### **Location:**

478 Elizabeth St.  
Burlington On  
L7R 2M2

### **Background**

The Prism Healing Centre is committed to making self-directed alternative healthcare more accessible by offering excellent care, practical resources and affordable programs. Our healing space is in an easy, warm and welcoming historic home where patients, clients and practitioners can connect and everyone benefits.

We have just opened our doors and are in need of a great *Patient and Office Coordinator*.

### **The Opportunity**

To start we are posting this as a part-time role for 15 hours per week so we can assess what is best needed to meet the needs of the centre, staff and patients.

### **Role Description**

We're excited to introduce an exceptional opportunity as the primary interface for our clients and patients. We're currently seeking an on-site, Office & Patient Coordinator for our new location in Burlington, ON. As the Office & Patient Coordinator, your responsibilities will include managing daily clerical tasks, patient communications, the homeopathic dispensary, follow-ups, scheduling, and ensuring the seamless operation of our center.

This role demands a genuine affinity for people. Our care delivery prioritizes client and patient experiences, so candidates demonstrating this capability will be highly regarded. Additionally, we seek individuals with meticulous attention to detail, a proactive attitude toward learning, comfort with flexibility and patience during our office's establishment, and readiness to assist in various capacities to maintain organizational efficiency.



**Qualifications:**

- First and second year homeopathic students will be prioritized
- Administrative assistance and clerical proficiency
- Strong and effective communication skills
- Experience with Jane scheduling software preferred
- Ability to prioritize and manage multiple tasks concurrently, while meeting deadlines
- Strong organizational and planning abilities
- Exceptional attention to detail and accuracy
- Positive attitude and eagerness to acquire new skills
- Prior experience in the healthcare industry is advantageous
- Demonstrated ability to be professional and reliable

**Cool Benefits:**

- Casual dress
- Flexible schedule
- Beautiful environment
- Practical learning and application of knowledge (Homeopathic Students)
- On-site parking
- Awesome people