

Clinic Reception

Options for Sexual Health is British Columbia's largest sexual and reproductive health service organization, providing comprehensive, non-judgmental clinical, education and information services in a "pro-choice" context. This dynamic organization has a history of over 60 years of skilled and ethical care.

Responsibilities

- Greeting clients
- Facilitating clinic and client flow
- Handling monies and assisting with contraceptive supplies
- Assisting with other clinic administrative duties and support
- Monitoring and tracking service statistics

Demonstrated Skills and Qualities

- Excellent interpersonal skills
- Ability to multitask in a busy clinic environment
- Be non-judgmental and pro-choice
- Comfortable speaking with people about their sexual health concerns
- Able to consistently engage with clients in a warm, caring, confidential, and respectful manner
- Possess organizational and administrative skills, including basic computer skills
- Able to work independently and as part of a team
- Knowledge in sexual and reproductive health is an asset

All positions at Options for Sexual Health require a signed commitment to Options for Sexual Health's mission, values, objectives, and confidentiality policy.

Compensation Type: The starting rate for this position is \$16.80 per hour and there are 10 steps on the wage grid ending at \$26.88/hour plus 4% vacation pay in lieu of time off (which increased to 6% after two years) and 5 annual sick leave days.

Our goal is to be a diverse workforce that is representative, at all levels, of the people we serve. We welcome applications from anyone who may contribute to furthering the mission of the organization, and especially from those who identify as Indigenous, LGBTQ2S+, member of a visible minority or marginalized population, and persons with disabilities. If you are a member of any of these groups, we welcome you to self-identify within your application, cover letter or resume.

Thank you for your interest in Options for Sexual Health. We regret that only short listed candidates will be acknowledged.

Please submit your application online at

<https://www.optionsforsexualhealth.org/employment-application/general>