

The Beacon Centre  
978 Kenmount Rd  
Paradise, NL, A1L 1N2

March 18 2021

Office Administration (Medical) – Paradise, NL

Permanent, Full-Time

**Start date:** Immediate, upon completion of required documentation.

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The Beacon Centre is seeking applicants for a permanent, full time position in Medical Office Administration. This position reports to the directors of the Beacon Centre.

**Duties** include:

- Greeting clients as they arrive and collecting session payment and answering main office phone line.
- Management and ordering of office supplies.
- Clerical support for clinicians (e.g., formatting and printing documents, sending/receiving faxes, photocopy, data entry, collecting/receiving mail). Clinicians maintain responsibility for their own schedules and client files.
- Third-party billing of client sessions

**Requirements:**

Completion of post-secondary training in office administration, medical office administration or business administration. The qualified individual will be proficient in basic word processing, data entry and receptionist duties. Training will be provided to complete third-party billing, electronic bookings and other administrative tasks unique to a psychology clinic.

The successful applicant will be required to submit the following: a criminal record check including vulnerable sector requirements; PHIA training, and a signed confidentiality agreement as a condition of employment.

**Benefits:**

This position is permanent, full time (37.5 hours/week; 18.00/hour). Benefits include 2 weeks annual leave, statutory holidays, medical/dental insurance.

**Work Environment:** This position will be office-based, however, the successful applicant will need to be able to work from home, if required because of the pandemic.

Our facility includes furnished office space, a shared reception and waiting area, and a kitchen. We offer a wide variety of psychological services for children, adolescents, adults, and families. As well, clinicians offer group therapy and psychological assessments.

Interested applicants may contact Dr. Heather Sheppard by email at [referrals.newfoundland@gmail.com](mailto:referrals.newfoundland@gmail.com). Please include resume at time of application.

### **About the Beacon Centre**

The Beacon Centre is a mental health clinic located in Paradise NL, with 15 full- and part-time clinicians. It is a vibrant workplace that offers individual, couples and family therapy across the lifespan, as well as group and psychological assessment services. Services are offered in person and virtually. Clinicians also provide educational workshops to numerous organizations and we serve as a training site for students.

