

Job Advert – Receptionist / Care Navigator

Carterknowle and Dore Medical Practice are seeking an enthusiastic and energetic individual to fulfil a role with our expanding busy reception team.

An exciting opportunity for a primary care medical receptionist, based in southwest Sheffield, with training and development offered in NHS care navigation.

This role involves daily face to face and telephone contact with patients, arranging of appointments and follow up of patient related tasks. The practice aims to develop the role by offering further training to the right candidate to fulfil a role in supporting and navigating patients to the most appropriate care for their needs.

We are a busy two site practice with a commitment to training and developing both the clinical and non-clinical team. We are based in the South West of Sheffield and offer care to 12,200 patients. We operate the SystemOne clinical system.

This position would especially suit an applicant with previous experience in a primary care setting with an interest in maintaining excellent patient relationships.

Candidates must have excellent communication skills and computer literacy skills are essential.

We offer:

- An excellent annual leave scheme - additional accrual with years of service
- Option to be part of a group private healthcare scheme
- NHS Pension - employer contribution of 14.38%
- Training and career progression opportunities

Starting salary is £14,040 pro rata, dependent upon experience and qualification.

This is a permanent post. Full time or part time hours will be considered. Candidates must be flexible with their working hours and be available Monday - Friday.

To apply, please send your CV to angela.stittle@nhs.net or to the practice at 1 Carterknowle Road, Sheffield, S7 2DW or 137 Dore Road, Sheffield, S17 3NF.

Please include in your application a brief explanation why you think you are the right candidate for our new role.

We are inviting all candidates to visit the practice for a look around and meet our team - this will be held on Thursday 29th March from 11.30am-12.30pm - please feel free to come.

We will be conducting telephone interviews on Monday 9th April for short-listed candidates- please include a contact number that you will be available on during this date.

Successful candidates will be invited to a face to face interview.

Closing date - 6th April 2018.

For more information please contact Angela Stittle, Karen Smith or Kathryn Jenkinson on **0114 250 5464.**