

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 over 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 £14,040.00-£15,537.60 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.

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

For more information please contact the practice and ask to speak with Angela or Karen or alternatively please visit the practice website for more information about the practice.