

Are **You** a Caring and Approachable Person?

Can **You** Think on Your Feet and Respond in a Fast-Paced Environment?

Do **You** Want a Fulfilling Career Within the **NHS**?

If you answered yes to above questions, **we** may have the vacancy for you:

We Are Recruiting a **Medical Receptionist & Care Navigator**



**We are a long established busy Medical Practice based in South West Sheffield working across two sites. We offer care to 12,200 patients. We have a large team, including a variety of skills, that all work together to provide the best possible care for our patients.**

The role involves daily face to face and telephone contact with patients, working within our friendly Reception & Care Navigation team of eleven. Supporting and liaising with our Admin and healthcare team of over forty people.

You will be trained to:

- Offer Care Navigation to patients, obtaining information in order to ensure you arrange the most appropriate care for patients.
- Complete prescription requests.

You will also be involved in general office administration - processing tasks from clinical staff within the practice, scanning letters, filing and photocopying.

We are looking for somebody that is flexible and adaptable; confident in computer use and with a passion for helping and supporting patients.

Full training programme offered - this is both internal and external and is fully funded and supported by the practice. Our new team members will be supported by a mentor.

**We offer excellent rates of pay; starting on a scale in line with National Living Wage with a clear progression up to £17,500 pro rata.**

**All employees are given the opportunity to join the NHS Pension scheme; with the practice contributing 14.38% of your monthly earnings toward this.**

**You will have 4 weeks annual leave plus Bank Holiday entitlement - with the opportunity to accrue additional leave with length of service.**

**There is also the option to be part of a group private healthcare scheme.**

We are looking to recruit a full time team member for 36 hours per week but will consider a contract of less than full time hours for the right candidate.

**If you feel you could be the person to join our team**

You can apply by emailing your application form to – [angela.stittle@nhs.net](mailto:angela.stittle@nhs.net)

If you have any questions please contact Emma Sheldon or Sarah Wylie on

**0114 2505466 or 0114 2505467.**



**Carterknowle & Dore  
Medical Practice**

**NHS**