

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**



The role involves daily face to face and telephone contact with patients and supporting and liaising with our Admin and healthcare teams, while working within our friendly Reception & Care Navigation team.

In short, Care Navigation is directing patients to the most appropriate care for their individual healthcare needs.

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.

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, on top of your own contribution.

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

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

0114 2505466 or 0114 2505467.



**Carterknowle & Dore
Medical Practice**

NHS