

Riverview Medical Group is hiring
Summer Student
Reception and nursing assistant
Posted March 6, 2026

Riverview Medical Group (RMG) offers the opportunity to join a community-based primary health care team serving Fergus, Elora and Arthur areas. We are looking for a talented team player to join us.

Position Summary:

As receptionist:

Checking patient in and out, answering telephones, computer data entry, scanning into EMR, booking appointments, receiving faxes, preventative care calls, reviewing/managing incoming messages, other duties as assigned

As nursing assistant:

taking blood pressures, weights, triage, examining room flips, assist with telephone calls, preventative care calls, data entry into EMR, other duties as assigned

Requirements and Responsibilities:

- current Basic Life Skills certification preferred
- valid Ontario Driver's Licence and access to own method of reliable transportation
- experience in primary care, long-term care or hospital setting preferred
- able to function as a team player
- excellent communication, problem solving, and organizational skills
- positive attitude
- working knowledge of MAC/Apple

Skills and Abilities:

- ability to keep confidential information regarding patients, health care providers, employees, business operations and clinic/team functioning
- professionalism displayed through mannerisms, attire and response to stressful situations
- problem solving skills to identify and effectively set priorities and complete tasks within agreed upon timeframes

This is a temporary contract

Interested candidates are invited to submit a cover letter and resume to:

Shannon Brinkman, Office Manager

Riverview Medical Group

203-6420 Beatty Line North, Fergus N1M 2W3 or:

riverviewmedicalgroup@gmail.com

Riverview Medical Group Family Physicians & OB/GYNE team supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications from all qualified candidates. Accommodations are available upon request for candidates at any point in the selection process. Please direct questions/requests to riverviewmedicalgroup@gmail.com We appreciate the interest of all applications, however, only those selected for an interview will be contacted