



Seaway Valley Community Health Centre

Working with you for a Healthier Community

Job Description

Position Title: Primary Care Administrative Support (Summer Student 9-Week)

Report to: Community Program Manager

Team: Community Programs Team

Salary: \$17/hr, plus 4% vacation pay

The Primary Care Administrative Support Summer Student will participate in a variety of general clerical and reception duties for the Seaway Valley Community Health Centre, during regular business hours, Monday through Friday. The candidate must maintain confidentiality in accordance with the Centre's established policies and procedures.

Responsibilities:

- Answer the telephone and direct callers to appropriate person or resource
- Track and schedule staff appointments
- Take messages for staff
- Compile contact and demographic information and input into software and email programmes
- Prepare correspondence, make copies and prepare for mailing
- Perform mail merge using Microsoft Word and Access database
- File correspondence and documents using subject headings
- Open and update files
- Make photocopies as required
- Research topics using internet and web sites
- Assist with meeting and event planning and coordination
- Assist with SVCHC's inventory database
- Stocking shelves
- Perform other duties as requested by the Executive Director to maintain an efficient CHC

Requirements:

Education:

A post-secondary student currently enrolled in an academic program and intending to return to school full-time in the upcoming school year.

Skills and Abilities:

- Experience working in a community-based setting an asset
- Strong communication and interpersonal skills required.

Last reviewed: May 2022

Reviewed by: S. Hemmerick

Previous Review Dates: May 2021



Seaway Valley Community Health Centre

Working with you for a Healthier Community

- Appreciation and commitment to diversity and anti-oppressive approaches
- Knowledge of related community resources
- Ability to assess situations and to respond appropriately
- An adaptable personality, self-motivated and a team player
- Ability to work independently when necessary
- Organizational skills and ability to produce deliverables on time
- Ability to work flexible hours based on program needs, including the possibility of some evenings and weekends
- Proficient use of computers and various software applications
- Valid driver's license, insurance and use of a personally owned vehicle is necessary
- Fluency in English; other languages considered an asset.

I have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

Employee signature

Date

Witness