

The West Elgin Community Health Centre is currently seeking:

Administrative Summer Student - Reception

Summer Student - Clinic Assistant

up to 7 weeks
37.5 hours a week
\$16.25 / hour

ABOUT US:

The West Elgin Community Health Centre is part of a strong network of community health centres across the province. Together we commit to providing health and social services that are accountable, accessible, efficient and governed by the community.

Our team provides primary health care, illness prevention and health promotion services, as well as a range of community programs primarily to the residents of Dutton Dunwich and West Elgin municipalities. Our diabetes services are open to anyone and are offered at multiple locations in Elgin County.

We believe that housing, education, food and the environment all play a role in health and well-being. We also believe that language, literacy and poverty should not get in the way of receiving great care.

wehc.on.ca



JOIN OUR TEAM



Administrative Summer Student - Reception:

- As a Receptionist, the successful summer student must demonstrate superior customer service skills with the ability to foster an environment of compassionate care, empathy and trust.
- Be an effective listener with a strong emotional intelligence.
- Have the ability to communicate efficiently and professionally with clients, co-workers and Providers.
- Be solution focused with an aptitude for taking initiative.
- Must have a solid understanding of digital technology (software, digital devices). Experience with electronic health records systems an asset. Comfort using email, fax, photocopier, multi-line telephone system.
- *This student position will work the months of July and August 2021.*

Summer Student - Clinic Assistant

- As a Clinic Assistant, the successful summer student will have strong administrative and digital technology skills with a basic knowledge of healthcare.
- Have superior customer service skills with the ability to foster an environment of compassionate care, empathy and trust.
- Must be well organized with a high degree of detail and accuracy skills.
- Have the ability to communicate efficiently and professionally with clients, co-workers and Providers both verbally and in writing.
- Be solution focused with an aptitude for taking initiative.
- Must have a solid understanding of Microsoft Office products. Experience with electronic health records an asset.
- The successful candidate will be trained to support the activities in the Covid-19 Assessment Centre and COVID-19 vaccination clinics in addition to other Health Centre administrative needs.

APPLY TODAY!

Applications accepted until May 14, 2021 at noon
Candidates invited to interview will be contacted

Send Resume by mail or e-mail to:
Debra Auterhoff, Human Resources Officer/EA
dauterhoff@wehc.on.ca
West Elgin Community Health Centre
153 Main Street, West Lorne, ON N0L 2P0

The Centre is an equal opportunity employer and all applicants are welcome. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Individuals requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.