

## Welcome to Your Community Health Centre

*We are glad you're here...*



West Elgin  
Community  
Health Centre

The West Elgin Community Health Centre has served our rural communities for over 30 years.

We work alongside extraordinary people at the Centre and are very proud to be a part of an alliance of community health centres across the province.

At our Centre we focus on improving the health and wellbeing of people and communities as we continue to value and advocate for a more inclusive society. We believe that housing, education, food and the environment all play a role in health and wellbeing. We also believe that language, literacy, and poverty should not get in the way of receiving great care.

Our team provides primary care, illness prevention and health promotion services and 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 strive for a healthy and supportive work environment valuing compassion, excellence, collaboration, accountability, respect, and equity.



## Join Our Team

### Community Support Services/Assisted Living Administrative Assistant

Permanent Part-Time, 30 Hours Per Week

\$21.61—\$25.42 per hour

Competitive Group Benefits, Generous Paid Time Entitlements, HOOPP

This position provides administrative support to both Community Support Services (CSS) and Assisted Living. Responsibilities include CSS transportation dispatch, seniors and adults with disabilities program support, volunteer services coordinator support, CSS billing services in collaboration with Accounting Clerk, program communications (social media, calendar, marketing), Alayacare program “team expert,” Assisted Living support for staff scheduling, training and client onboarding as needed.

### Qualifications and Experience:

\*Previous experience as an administrative assistant or a medical secretary required.

\*Knowledge of basic accounting skills required.

\*Proficient computer / software skills with demonstrated adaptability to changing technology required.

\*Experience with electronic medical records preferred. Alayacare experience an asset.

\*Experience working with older adults and adults with disabilities an asset.

\*Ability to work independently and as part of a collaborative team.

\*Demonstrated superior customer service skills aligning with the Vision, Mission, and Values of the Centre.

### APPLICATION:

**Posting Closes November 28, 2025**

Please send resume by mail or e-mail:

Human Resources

[dthomas@wehc.on.ca](mailto:dthomas@wehc.on.ca)

**West Elgin Community Health Centre**

153 Main Street, West Lorne, N0L 2P0

*We are Hiring:*

**CSS/AL Administrative  
Assistant**

November 17, 2025



Our Centre values diversity and supports an equitable workplace where individual differences are respected.

We sincerely thank all applicants for their interest, however, only candidates selected to interview will be contacted.

Should you require accommodation in making an application or during the interview and selection process, please contact Human Resources.