

PQCHC – JOB POSTING

PQCHC is an equal opportunity employer and values diversity in its workforce.

If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.

JOB TITLE:	Clinic Assistant	JOB #:	2017-0102
Status:	Permanent	Hours:	28 hours/week (mandatory schedule – Monday to Thursday – 8:00am to 4:00pm)
Benefits and eligibility:	Cost-shared extended health/dental benefits, HOOPP pension eligibility	Pay scale:	\$18.888-22.221/hour
Application deadline:	Friday, December 22, 2017 at 4:00pm		

Job Summary

The Clinic Assistant assists the Primary Care team with a variety of duties, paying attention to efficiency, quality and infection control to ensure the smooth running of the medical clinics at the PQ and SN locations. The duties include ordering and stocking medical supplies and educational resources, equipment maintenance and maintaining infection control practices.

Job Specific Responsibilities

1. Housekeeping/Maintenance

- Orders and maintains clinic and exam room supplies inventory, consulting with an RN as necessary.
- Orders and maintains a stock of immunization serum and low-cost contraception from Ottawa Public Health.
- Disposes of expired drugs as per established schedule and maintains drug inventory.
- Restocks Centre First Aid kits and clinic home visiting bags as needed.
- Orders and maintains pandemic and other emergency supplies.
- Coordinates biohazard waste disposal from clinical areas.
- Ensures regular inspections and scheduled maintenance of medical equipment.
- Ensures exam rooms are cleaned, tidy and well stocked with extra attention to cleanliness as per clinic guidelines.
- Reprocesses equipment (collects, washes, packages and sterilizes instruments) in accordance with the Centre's policies and procedures and incorporates infection control best practices).

2. Administration

- Performs administrative functions related to the clinic.
- Obtains quotes and maintains appropriate documentation for repairs/regular equipment maintenance.
- Organizes and maintains educational materials for client use.

3. Program Support

- Keeps staff informed of any issues that arise.
- Is a member of and participates as a representative of the Centre's Occupational Health and Safety Committee.

HUMAN RESOURCES

Pinecrest-Queensway Community Health Centre

1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7

Fax: 613-288-3407 email: hr@pqchc.com (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.

4. Teamwork and Collaboration

- Assists in the development of program specific policies and procedures/guidelines and in the overall planning and development of the program.
- Attends and participates at team and general staff meetings as scheduled.
- Participates in the evaluation component of relevant program.
- Maintains effective communication of information among internal and external stakeholders.
- Participate in staff development as appropriate to the position.

Qualifications

1. Education

- Secondary school diploma.
- Certification in Reprocessing Medical Equipment or Infection Control.
- LEAN Certification an asset.
- Post-secondary training in a medical office environment an asset.

2. Professional Experience

- Related volunteer or work experience with a health services organization.

3. Linguistic Profile (for Centres with French Language Service Designations)

- Under the Centre's designation to provide French Language Services for identified positions.
- Based on New Avenues Linguistics Rating Scale: A+ (highest skill) to C- (lowest skill)
 - French (oral expression): A+ an asset
 - French (oral comprehension): A+ an asset
 - French (reading comprehension): A+ an asset
- Other languages an asset.

4. Personal Suitability/Other Requirements

- Proficiency in the use of computers and various software applications.
- Ability to work flexible hours.
- Excellent interpersonal and communication skills.
- Sensitivity to low-income and multicultural communities.
- Ability to work independently and as a member of a team.
- Ability to maintain confidentiality.