

Clinical Assistant

Temporary Full-time position with the possibility of permanent status in the future (35 hours per week - 1.0 FTE)

The Four Villages Community Health Centre is an equal opportunity employer and encourages resumes from people who are reflective of the diverse communities we serve.

Are you looking to work where your excellence will shine, professional standards are highly valued and quality of care is respected? Do you want to practice in a setting where your voice helps shape how health care is provided; where you work at the centre, in the community and in collaboration with other health care services in West Toronto?

The Four Villages Community Health Centre's mandate is to provide high quality, accessible primary health care to the communities within its service area, in the context of the broader social determinants of health. Primary care, allied services and a wide range of health promotion programs are primarily aimed at seniors, families with young children, youth and newcomers. Staff collaborate in an inter-professional team environment. The focus is on the client and capacity building. Four Villages has two locations in the west end of Toronto.

We are currently seeking a Clinical Assistant to join our inter-professional team. As an integral part of the inter-professional team, this position works to ensure that clinical support needs of the organization are met efficiently and effectively. Continuous attention to quality improvement is essential. The Clinical Assistant works in partnership with the management team and Four Villages' staff to support the vision and mission and to ensure that organizational accountability systems are implemented.

As a member of the inter-professional primary health care team, the Clinical Assistant provides essential nursing care to clients and support to the clinical team. This is a unionized position.

KEY RESPONSIBILITIES:

- See clients independently, within scope of practice and within medical directives, as required, and assists with appointments, perform clinical procedures and tests as ordered by the physician or nurse practitioner, including:
 - Well baby/child visits, periodic health exams
 - Height/weight/BMI/blood pressure/temperature/pulse
 - Urinalysis and urine pregnancy tests
 - Immunizations and other injections
- Collect and document client health information
- Assist with improving client flow, including:
 - Escort clients to exam rooms
 - Set-up exam rooms for appointments
 - Prepare appropriate instruments for medical procedures
 - Clean and organize exam room after appointments
 - Handle specimens
- Assist with client health education
- Complete clinical administrative tasks as assigned, including:
 - Assist with client recalls, tracking labs, reconciling lab requisitions and diagnostic results
 - As delegated, communicate with clients and external providers and services regarding client referrals
 - Assist with communication related to medication renewals between clinician, pharmacist and clients
 - Support maintenance of client records
 - Complete and timely documentation of clinical encounters, as appropriate
- Performs venipuncture, ECGs and other tests as ordered by the physician or nurse practitioner
- Assists with home visits by conducting venipuncture in clients' homes as necessary

- Orders and maintains laboratory and clinical supplies
- Maintains an appropriate supply of vaccines and ensures the quality and safety of the supply
- Assists with ordering of medical equipment
- Ensures maintenance of medical equipment takes place as per maintenance schedule
- Ensures exam rooms, laboratory and medical supply cupboards are kept safe, clean and stocked
- Manages the medications supply cabinet, including samples and ensures safety and security of the supply
- Ensures the availability of sterile clinical equipment and instruments by autoclaving as necessary
- Ensures best practice standards are met as they pertain to the assigned duties
- Assists with collection, disposal and pick-up of bio-hazardous waste
- Promotes effective staff functioning and teamwork by participating on health centre committees as requested
- Other duties as assigned

QUALIFICATIONS:

- Graduate of certified Medical Laboratory Assistant/Technician Program or a Practical Nursing certificate/diploma from a recognized educational institution and with a Current registration with the College of Nurses of Ontario
- At least 2 years' experience as a lab assistant or technician, or experience in a primary or urgent care setting (at least some must be in a primary care setting)
- Demonstrated knowledge and understanding of medical terminology
- Demonstrated experience with conducting routine diagnostic tests, as well as set-up, clean and maintain medical laboratory equipment
- Demonstrated experience with ordering clinical supplies and managing clinical inventory
- Strong interpersonal and communication skills
- Demonstrated commitment to and knowledge of community health care
- Experience working with populations who are marginalized and may have difficulty accessing primary health care
- Excellent computer skills and knowledge of various office software applications
- Demonstrated ability to work effectively in an inter-professional team environment, as well as ability to take initiative and work independently
- Excellent communication, decision-making, problem solving, conflict management and time management skills
- Strong interpersonal skills
- Commitment to working with Four Villages' priority populations
- Second language, relevant to catchment area populations is an asset

Hours of work: 35 hours per week, including 1-2 evenings as the clinic is open Monday – Thursday 8-8 and Friday 8-4, and potential weekends

Salary: \$39,070.00 - \$47,073.00, plus 20 paid vacation days, 10 paid professional development days, plus excellent benefits

Pension: Four Villages is a HOOPP employer

Application Deadline: November 2, 2023

Interested candidates should e-mail a resume and cover letter indicating the position title to:
Hiring Committee at jobs@4villages.on.ca.

We thank all the applicants for their interest and advise that only those selected for an interview will be contacted.

Reasonable accommodation will be provided in all parts of the hiring process as per resources available to us. If you require any accommodation, please advise Human Resources.

Please note Four Villages is a scent-free environment.