Clinic Aide

Forbes includes U of G Among Canada’s Best Employers

Office, Clerical and Technical

Clinic Aide

Student Health Services

24 hours a week or less

Hiring #: 2018-0047

Please read the Application Instructions [1] before applying

Reporting to the Manager, Clinical Services, the role of the Clinic Aide is to assist the Nurses in client service. The successful incumbent will; Monitor the CIS schedule and escort students from the waiting room to their appointments; Along with the Nurses ensure that the schedule is maintained and respected; Assist the Nurses in getting patients set up for the physician appointments and will support the administrative and non-clinical work of the Nurses in the triage area as assigned/requested by the Nurses.

Regular tasks include, but are not limited to; Monitoring and maintaining the CIS Schedule to ensure patient flow; Room restocking and equipment cleaning according to PIDAC best practices; Room set-up responsibilities; Supply inventory and ordering and patient and staff support.

Requirements for this position include; Secondary School Graduation along with at least three months previous experience, or a combination of related education and experience. Other requirements include; Proficiency within a clinical setting and knowledge of medical terminology and PIDAC guidelines along with a clinic’s Routine Practices Policy; Demonstrated team work and effective communication; Excellent efficiency and time management; Demonstrated tact and diplomacy - respect of patient privacy and confidentiality; A focus on client centred care. Familiarity with core elements for medical clinic office best practices will be an asset.

Classification Excluded Grid Band 2*

Hourly rate $17.97 to $20.08 per hour

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation.

Posting Date: 2018 02 05
Closing Date: 2018 02 12

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Links
Clinic Aide
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[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply