Clinic Aide

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Clinic Aide

Student Health Services

Temporary full-time from January 7, 2019 to April 26, 2019
Temporary absence of the regular incumbent

Hiring #: 2018-0611

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.

Covering Position Number 078-102  
Classification USW, Local 4120 Salary Band 2*  
Normal Hiring Range $18.78 - $20.99 per hour

*Tentative evaluation; subject to committee review.

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.

Posting Date: 2018 12 03  
Closing Date: 2018 12 10

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/clinic-aide

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