

...is a neighbourhood based organization that operates a Community Health Centre in Cambridge, Ontario and a satellite in North Dumfries. We are currently accepting resumes for the following position at both sites:

**Clinical Program Assistant
(35 hours/week, 10-week contract)**

Qualifications:

- Must be aged 15-30 years
- Experience in customer service, data entry and analysis, and performing general administrative duties
- Experience using Microsoft Office Suite (Word, Excel, Outlook etc.)
- Organized and possess excellent written and verbal communication skills
- Experience using PS Suites electronic medical record software a definite asset

Position Duties

- To assist with general administrative tasks and duties as assigned by medical receptionists
- To order and maintain inventory, forms, and front office supplies
- To order and maintain inventory of clinical supplies, PPE and maintain stock of exam rooms
- Maintain Bio-Waste / Steri-Cycle program, including emptying bio-waste receptacles in exam rooms.
- To maintain inventory of sample medications and organization of supplies involving data entry
- To assist with program registration, enter and update patient/participant registration changes for clinical and youth services
- To compile patient statistics and other information
- Prepares promotional materials, displays, and assist with special events as required.
- To complete and maintain attendance records for programs and submit to the data to service area leads
- Performs other duties as required

Candidates for this position will have demonstrated problem solving, communication, interpersonal and time management skills and be proficient in the use of computers and software applications.

Please submit your resume by May 23, 2022

Due to the large volume of applications, only candidates selected for an interview will be contacted.

Langs, 1145 Concession Road, Cambridge, Ontario, N3H 4L5

Email: hr@langs.org or fax (519) 653-1285

Langs is an equal opportunity employer. Job applicants requiring accommodation to participate should contact Human Resources to communicate any accommodation needs.