



MEDICAL ADMINISTRATIVE ASSISTANT SUMMER STUDENT

JOB POSTING

Position Title:	Medical Administrative Assistant Summer Student	Employee Group:	Temporary Full-Time
Department:	Nursing	Classification:	Student
Posting #:	SS-2023-02	Hours/Week:	35
Application Deadline:	June 30, 2023	Hours:	TBD
Application Details:	8 Week Duration	NOTE:	Canada Summer Jobs Program
Start Date:	TBD		

ORGANIZATION BACKGROUND:

Holland Christian Homes consists of Faith Manor and Grace Manor which are private, non-profit Christian Long-Term Care facilities situated in the City of Brampton. Holland Christian Homes is a dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere.

We believe that individuals requiring our services have the right to a lifestyle that adequately meets their physical psychological, social, cultural and spiritual needs. These services are provided by fully qualified professional staff who deliver care using a holistic approach to provide quality care and quality of life to individuals.

POSITION SUMMARY:

The Medical Administrative Assistant Summer Student will work under the supervision of the Director of Resident Care to assist in the operations of the Nursing Administration office for each Manor.

Specific responsibilities include:

- Answering incoming phone calls.
- Assist with completion of internal audits.
- Record keeping and filing.
- Minute taking.
- Compiling of statistics.
- Assist with the scheduling of staff.
- Various administrative duties as assigned by the DRC.

Qualifications:

- Medical Office Assistant student or Nursing Clerk student preferred.
- **Canada Summer Jobs Eligibility Criteria:** must be between age 15 to 30 at the start of employment, a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and, have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations (International students are not eligible participants).
- Ability to read, write and speak English fluently.
- Ability to understand and/or speak the Dutch language an asset.
- Satisfactory Vulnerable Sector Screening (Police Check).
- Full Covid-19 vaccination (2 doses).
- Booster dose not required (but recommended).

Interested and qualified applicants should forward a Resume and Cover Letter in Word or PDF format (as ONE document), indicating the Posting # and YES to all Canada Summer Jobs Eligibility Criteria as described above to: Human Resources:



e-mail: jobs@hch.ca

The Job Description will adhere to all applicable laws and regulations

Disclaimer: In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here.