



Carefirst Seniors & Community Services Association is a non-profit community services agency. Since 1976, we have provided community support, home and personal health care services in a holistic manner to seniors, individuals with disabilities, and those with medical needs in the Greater Toronto, York, and Mississauga regions.

With a staff of 500 members (including full-time and part-time staff) and the help of a pool of 850 active volunteers, we serve over 15,000 clients a year, including seniors and the physically disabled; 3,000 of whom are "home-bound" and frail.

Position Title: Medical Office Assistant

Location: Richmond Hill and Scarborough

Contract period: Full-time, 8 or 16-week employment starting in August 2021

Salary: \$14.25/hour

Job Summary: Canada Summer Jobs position at a non-profit community outreach organization established since 1976.

Responsibilities:

- Provide assistance in reception and patient support to the clinic
- Provide administrative support to the department, staff and projects
- Support Program Facilitator with collecting and maintaining activity records and statistics
- Assist with research and evaluation initiatives (i.e., patient satisfaction survey and tabulate survey results)
- Assist in program preparation including developing activity calendar, program materials and resources, venue set-up, etc.
- Assist in the day-to-day activities of the department (i.e., filing, data entry, preparing program information)
- Perform other duties as assigned

Requirements:

- Must be between 15 and 30 years of age at the start of the employment in order to meet Canada Summer Jobs funding requirement
- Graduated from or currently registered student in a post-secondary program
- Canadian citizen or permanent resident (international students are not eligible)
- Work/volunteer experience in social services preferred
- Ability to work in a team environment
- Customer service-oriented
- Attention to detail
- Proficient in Microsoft Office (Excel, Powerpoint, and Word)
- Fluent in English, and a second language that reflects the community served such as Cantonese or Mandarin is an asset

NOTE: Cannot be used to fulfill co-op program requirements

Please send your cover letter and résumé to:

Carefirst Seniors & Community Services Association
300 Silver Star Blvd | Scarborough | ON | M1V 0G2
Email: csj@carefirstontario.ca
Fax: (416) 502-2382

Carefirst is an equal opportunity employer. We are also committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange a reasonable and appropriate accommodation.

While we thank all candidates for their interest, only those selected for an interview will be contacted.

