



The Four Villages
Community Health Centre
Working Together for Whole Health

Medical Laboratory Assistant/Technician Permanent Part-time Position 0.6 FTE (21 hours per week)

The Four Villages Community Health Centre's mandate is to provide high quality, accessible primary health care to the communities within its service area, in the context of the broader social determinants of health. Primary care, allied services and a wide range of health promotion programs are primarily aimed at seniors, families with young children, youth and newcomers. Staff collaborate in an inter-professional team environment. The focus is on the client and capacity building. Four Villages has two locations in the west end of Toronto. It is funded by the Toronto Central LHIN.

We are currently seeking a Clinical Assistant to join our inter-professional team. As an integral part of the inter-professional team, this position works to ensure that clinical support needs of the organization are met efficiently and effectively. Continuous attention to quality improvement is essential. The Clinical Assistant works in partnership with the management team and Four Villages' staff to support the vision and mission and to ensure that organizational accountability systems are implemented.

KEY RESPONSIBILITIES:

- Performs venipuncture, ECGs and other tests as ordered by the physician or nurse practitioner;
- Assists with home visits by conducting venipuncture in clients' homes as necessary;
- Assists with reconciliation of lab requisitions;
- Orders and maintains laboratory and clinical supplies;
- Maintains an appropriate supply of vaccines and ensures the quality and safety of the supply;
- Assists with ordering of medical equipment;
- Ensures maintenance of medical equipment takes place as per maintenance schedule;
- Ensures exam rooms, laboratory and medical supply cupboards are kept safe, clean and stocked;
- Manages the medications supply cabinet, including samples and ensures safety and security of the supply;
- Ensures the availability of sterile clinical equipment and instruments by autoclaving as necessary;
- Ensures best practice standards are met as they pertain to the assigned duties; Assists with collection, disposal and pick-up of bio-hazardous waste;
- Supports maintenance of client records including tracking of laboratory and diagnostic test results;
- Completes encounters and accurate and timely documentation related to clinical work;
- Promotes effective staff functioning and teamwork by participating on health centre committees as requested;
- Other duties as assigned.

QUALIFICATIONS:

- Graduate of certified Medical Laboratory Assistant/Technician Program;
- At least 1 year experience as a lab assistant or technician;
- Demonstrated experience with conducting routine diagnostic tests, as well as set-up, clean and maintain medical laboratory equipment;
- Demonstrated experience with ordering clinical supplies and managing clinical inventory;
- At least 2 years experience in a health care setting (at least some must be in a primary care setting) with knowledge and understanding of medical terminology;
- Excellent computer skills and knowledge of various office software applications;
- Demonstrated ability to work effectively in an inter-professional team environment, as well as ability to take initiative and work independently;
- Excellent communication, decision-making, problem solving, conflict management and time management skills;

- Strong interpersonal skills;
- Commitment to working with Four Villages' priority populations;
- Second language, relevant to catchment area populations is an asset.

Hours of work: 21 hours per week (Mondays, Tuesdays and Wednesdays 8:00 am to 1:00 pm and Thursdays 8:00 am to 3:00 pm)

Salary: \$35,168 - \$42,371 prorated to hours worked (that is \$19.32 to \$23.28 per hour) plus excellent benefits

Application Deadline: September 20, 2016 ((Interviews will be held the week of September 26, 2016)

Interested candidates should e-mail their resume **along with a cover letter** to the Director, Clinical Services at jobs@4villages.on.ca (Subject: Clinical Assistant), or fax to 416-604-3365.

We thank all the applicants for their interest and advise that only those selected for an interview will be contacted.

The Four Villages Community Health Centre is an equal opportunity employer and encourages resumes from people who are reflective of the diverse communities we serve. Reasonable accommodation will be provided in all parts of the hiring process as per resources available to us. If you require any accommodation, please advise Human Resources.