



South Riverdale
COMMUNITY
HEALTH CENTRE

JOB POSTING

CLINICAL ASSISTANT REPROCESSING FULL-TIME, REGULAR POSITION SALARY RANGE: \$36,521 - \$42,966 INCLUDES HEALTH BENEFITS AND HOOPP

The South Riverdale Community Health Centre is a non-profit, multi-service Centre that provides primary health care, social and community outreach services with an emphasis on health promotion to residents of East Toronto.

The Clinical Assistant Reprocessing functions both independently and as a member of the primary care team and is responsible for supporting work in the clinic, resulting in effective and efficient operations.

Overview of Key Responsibilities:

- Works within scope to provide phlebotomy and other clinical support to clients and clinicians
- Coordinates infection control and sterilization of equipment as a certified medical device reprocessing technician
- Provide administrative services for the clinical teams, which includes' communicating with clients and patients in person and over the phone, computer and EMR work, health card reconciliation, ordering and stocking

Responsibilities:

- Maintains a fully equipped clinic through ordering of laboratory/medical supplies
- Assists with maintenance of medical equipment both by internal and external (supplier) maintenance measures
- Ensures exam rooms, laboratory are clean and stocked
- Manages the clinic supply cabinets, including, samples and supplies, ensuring minimum stock; safety and security of the supply
- Ensures the availability of sterile clinical equipment by autoclaving as necessary
- Ensures best practice standards are met as they pertain to the medical device reprocessing of equipment and supplies
- Coordinates collection, disposal and pick-up of Bio-hazardous waste
- Provide written reports of activities
- Ensures that standards of client care are maintained according to best practices and the policies of SRCHC
- Maintains complete, accurate and timely records and encounter data ensuring confidentiality
- Participates in chart audits, case consultations and clinical meetings
- The position is physically demanding and requires lifting, pushing, pulling, bending and standing
- Integrates health promotion into each interaction with individuals, families or groups
- Incorporates health care advances into practice and adjusts practice to the changing demographics and evolving needs of the community
- Collaborates within service team and other teams across the organization e.g. Chronic Disease Prevention and Management, Newcomers and Families, Urban Health, to identify and provide health education to target groups
- Maintains knowledge of current social/health issues and infection control processes
- Screen patients' calls; make appropriate appointments for clinical services

- Works with the clinical and program leads to coordinate scheduling of patients
- Make arrangements and referrals with external services (e.g. x-rays, ECG's, and prescription renewals) as directed
- Work collectively to manage client waitlists for programs and services
- Ensure patients records and files are accurate and current, update medical record system with appropriate information as needed

Qualifications:

- College diploma as a Medical Laboratory Assistant / Technician program
- Training and/or experience in medical device reprocessing
- Registration as a Medical Laboratory Assistant / Technician (CSMLS preferred)
- Successful completion of a medical device reprocessing course, specified by SRCHC, to be completed within the first 3 months of employment
- Maintains professional competence
- At least 2 years' experience in a health care setting with knowledge and understanding of clinical practices and functioning
- Excellent proficiency in the use of computer technology and various software applications (MS Office, E-mail, Internet, Electronic Health Records)
- A strong interest in issues affecting people who are homeless, living with a mental illness or substance use, and complex health needs
- Ability to work effectively independently and in a multi-disciplinary team environment
- Strong oral and written communication skills
- Understanding of and interest in the use of communications and learning technologies in health care delivery
- Knowledge and experience of primary care issues and challenges
- Comprehensive knowledge of applicable occupational health and safety legislation
- Demonstrated ability to work effectively in a multi-disciplinary environment
- Demonstrated commitment to and knowledge of community-based health care
- Demonstrated experience working with disenfranchised populations
- Police clearance documentation will be required for employment

The deadline for applicants is Friday, August 2, 2019 at 5:00 p.m.

Please mail in or drop off your cover letter and resume in confidence to:
 The Hiring Committee - Clinical Assistant Reprocessing
 South Riverdale Community Health Centre
 955 Queen Street East
 Toronto, ON M4M 3P3



Or by email to: humanresources@srchc.com

Please include “Clinical Assistant Reprocessing” in the subject line of your email.

No faxes, phone calls, or requests to meet please.

This is a bargaining unit position with CUPE Local 5399.

SRCHC welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

SRCHC is an equal opportunity employer. We would like to thank all those that apply but only those selected for an interview will be contacted.

SRCHC encourages a scent-free environment. Employees, students, volunteers, and visitors are asked to refrain from wearing fragrances and other scented personal care products (i.e. perfumes, deodorants, lotions, hairspray, etc.) while at the Centre.