

JOB POSTING

# **Medical Administrative Assitant Summer Position – Keele Rogers Site**

# **35 hours per week for 8 weeks June 16, 2023, to August 11, 2023**

# **$15.50 per hour**

Unison Health and Community Services is a non-profit, community-based organization that serves neighbourhoods in North West Toronto. Operating out of six locations, Unison offers core services that include primary health care, counselling, health promotion, Early Years programs, legal services, harm reduction programs, housing assistance, adult protective services, Pathways to Education™ and a Diabetes Education Program. Unison’s mission is working together to deliver accessible and high quality health and community services that are integrated, respond to needs, build on strengths and inspire change.

Unison Health and Community Services is committed to working from an inclusive, pro-choice, sex positive, harm reduction, anti-racist, anti-oppression and participatory framework.

Reporting to the Clinical and Allied Health Site Manager, Unison is seeking to fill a Summer Administrative Assitant, Primary Care position for our Keele-Rogers site.

# **Job Responsibilities:**

* Creating an up-to-date resource folder for healthcare providers and clients
* Provide secretarial and administrative support to the Site Manager and the team.
* Help create an efficient and organized office area, including orderly filing systems.
* Provide support in setting up and take minutes at team meetings when required.

# **To qualify for this position under the Canada Summer Jobs Program, candidates must:**

* be between 15 and 30 years of age at the start of the employment
* be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
* be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Interested candidates are asked to email a résumé with covering letter by Tuesday, May 30, 2023 at 4:00 p.m. to:

Hiring Committee – Housing Help Summer Position

Unison Health and Community Services

[hirings@unisonhcs.org](mailto:hirings@unisonhcs.org)

**Please cite UN\_2023\_022 in the subject line of the email.**

**Please be advised that our organization requires all staff, students, and volunteers to have their vaccinations up to date. Proof of vaccination can be obtained from the Ministry site.**

We welcome applications from people who are reflective of the diverse communities we serve, including those who might need accommodation.

Where needed, accommodations for applicants with disabilities will be provided, on request, to support their participation in all aspects of the recruitment process.

Please note that due to the volume of applications, only those applicants selected for interviews will be contacted.