



CDPMP Team Assistant (Summer Student) – Vaughan site
Contract (35 hours per week from May 31, 2021 to July 23, 2021)
\$15.00 per hour

The Vaughan Community Health Centre is a not-for-profit, community-governed organization providing primary health care, social services, and illness prevention programs primarily to the residents of the Western and Northern York Region. In particular, we serve those people experiencing barriers to accessing health care services due to culture, language, age, chronic illness, or the like. As part of the health promotion framework of our services, we work in partnership with other community-based health and social service organizations to address individual, family, and community needs.

The VCHC has expanded its primary care team in Vaughan as well as in Northern York Region – Keswick. The objective of the expansion is to implement a direct referral system to improve access to inter-professional care by allowing non-team-based family physicians connect vulnerable (medically and socially complex) patients to services available within both sites of the VCHC (Vaughan and Keswick).

POSITION SUMMARY:

The Chronic Disease Prevention and Management Program Team Assistant (CDPMPTA) will work with our team of allied health care professionals who will be able to mentor the student as needed under the supervision of CDPMP Coordinator. The CDPMPTA will play a vital role in planning and updating program information under the direct supervision and guidance from CDPMP Coordinator and work in collaboration with other healthcare professionals within the team environment.

RESPONSIBILITIES:

- Provide admin support to the team as required for example, conducting virtual client intake interviews, processing referrals, connecting with other stakeholders in the community (pharmacies and specialist clinics), data collection and analysis.
- Develop program promotion, an implementation plan with feedback from CDPMP coordinator and maintenance of programs and activities (currently virtual).
- Support CDPMP virtual programs by tracking attendance.
- Create promotional and educational resources for the program.
- Support with research and evaluation initiatives (client surveys, complying results).
- Support with Quality Improvement initiatives for Chronic Obstructive Pulmonary Disease Program, Diabetes Education program and Exercise Education Program as identified.
- Assist in special short-term projects, working closely with CDPMP coordinator as identified (for e.g., aligning group class manual, creating workflow charts and other program materials as required).
- Participate in programs with community partners and CDPMP allied healthcare staff.
- Other duties as assigned.

SKILLS AND QUALIFICATIONS

- As this position is funded by the Government of Canada, the candidate must have the following qualifications:
 - Is between the ages of 15 and 30 years of age (inclusive) at the start of employment
 - Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Act
 - Is legally entitled to work according to the relevant provincial/territorial legislation and regulation
 - Intends to return to school on a full-time basis during the next academic year
 - Identify as a member of a visible minority
- Interested in pursuing a career in the health care, social services or other science related fields such as nutrition, kinesiology in their future studies.
- Responsible, reliable, and able to problem-solve issues in a mature manner
- Proficiency and experience working in a computerized environment
- Great interpersonal and communication skills
- Ability to speak a second language reflective of the make-up of the community VCHC serves will be an asset

Successful candidates will be required to complete a 2-step TB test with their primary care provider, a Vulnerable Sector Screening check and cannot be existing clients of the Vaughan Community Health Centre.

Interviews will be on a rolling basis, so apply as soon as you can.

Please send your cover letter and resume by May 26, 2021

CDPMP Team Assistant c/o Vaughan Community Health Centre
9401 Jane Street, Suite 206,
Vaughan, Ontario
L6A 4H7
Email: yhcjobs@vaughanchc.com
Fax: (905) 832-0093

While applications are preferred via email, you are welcome to apply by fax, or by mail.

Please include in your cover letter confirmation of the following:

- Confirmation that you were registered as full-time student in the preceding academic year and your intention to return as full-time student in September 2021
- Confirmation that you meet the age requirements of being between 15 and 30 years of age



Accommodations during the recruitment, selection, and interview processes will be provided in accordance with the Ontario Human Rights Code if needed. If you need accommodation during the hiring process, please call us at 905 303 8490 ext. 2631 to provide your contact information and a member from the hiring Committee will contact you.

Vaughan Community Health Centre is an equal opportunity employer and encourages resumes from people who are reflective of the diverse communities we serve. We are committed to excellence and hire based on merit.

We thank all candidates in advance for their interest, however, only those selected for an interview will be contacted.