



Rural Healthcare Work Placement Job Posting

Note: all jobs posted on this website have been approved for funding under the HealthKick Rural Healthcare Work Placement Program. All applicants must meet the following criteria:

- A resident of Huron County
- Demonstrate a keen interest in a healthcare career
- Returning to full time studies in a healthcare related area of study in September 2012
- Meet the candidate qualifications as requested by the employer

Only candidates who meet these criteria will have their cover letter and resume forwarded to the employer for consideration. Only those candidates selected for interviews by the employer will be contacted. Thank you for your interest in these placements.

Job Number	2012-00
Date Posted	December 20, 2011
Closing Date for Applications	January 31, 2012
Location	Seaforth with travel throughout Huron County
Placement Job Title	Summer Programs Leader
Proposed start date	May 13, 2012
Proposed end date	August 16, 2011
Candidate qualifications	<ul style="list-style-type: none"> • Must currently be in a University or College program in a health discipline at a senior level • Must have a demonstrated interest in healthcare • Excellent computer skills including: MS Word, Excel, PowerPoint and Outlook. • Must have reliable transportation available for travel in Huron County • Strong organizational skills and ability to prioritize. Writing and editing for clarity, grammar and punctuation. • Interest in a clinical placement in a healthcare setting with a demonstration of the knowledge and skills well matched for such a placement. • Enjoy working with people of all ages • Promotion and media relations skills an asset.
Job Description	<p>The HealthKick Summer Project Leader will work with the Project Manager of a multi-pronged healthcare initiative that operates programming in Huron county. Key areas of involvement may include but are not restricted to:</p> <ul style="list-style-type: none"> • Assist with planning, organizing and implementation HealthKick programs <ul style="list-style-type: none"> ▪ MedQUEST - Work with a team of medical students to plan and implement a 5 day MedQUEST program for high-school students pursuing an interest in rural healthcare careers ▪ Support for Rural Work Placements – conduct visits with employers and students, presentations, documentation, follow-up, planning and conducting a wrap-up group session with employers and students ▪ Other program initiatives as required. • Contribute to content of the HealthKick Website • Provide clerical support as required to project and project activities • Clinical Placement: Part of the placement may involve a clinical placement with one or more healthcare providers. This aspect of the job will offer the student experience in a healthcare setting. <p>Completion of the 2012 MedQUEST Manual including all updates and all electronic files and related documentation.</p>



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Duties & training planned	<ul style="list-style-type: none">• Assist with informational workshops, community visits, presentations, interviews• Write reports, media releases, sorting and organizing data, picture taking, documentation of activities.• Researching resources and arranging delivery of goods and services required for program activities.• Participate in meetings, taking notes and distribution of notes to participating parties• Answer telephone inquiries and communicating via email, etc.• Clinical Placement (if available) duties will reflect the clinical setting and responsibilities if available.
# of Hours per week	28
# of weeks	14
Hourly rate:	\$13.00
Other details	<ul style="list-style-type: none">• Travel required throughout Huron County. Travel will be reimbursed for approved work related travel. Travel to and from the office and clinical placement is the responsibility of the student.
How to apply	Apply to HealthKick Huron 1. Complete Student Application #2012-00 for HealthKick job posting # 2012-00 and follow instructions on application form.