



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
- Intend to return to full time studies in a healthcare related area of study in September 2012
- Meet the candidate qualifications as requested by the employer below.

Only candidates who meet these criteria will have their application forwarded to the employer for consideration. Ensure you provide good detail on each of the areas of the application. No resume/cover letter will be forwarded to the employer. If employers wish this additional information they will request it directly from you. Only those candidates selected for interviews by the employer will be contacted. Thank you for your interest in these placements.

Job Number	2012-02
Date Posted	December 18, 2011
Closing Date for Applications	May 1, 2012
Location	Zurich
Placement Job Title	Primary Care Assistant
Proposed start date	July 2, 2012
Proposed end date	August 24, 2012
Candidate qualifications	<ul style="list-style-type: none"> ↔ Computer skills ↔ Transportation
Suitable Education	Secondary school Post Secondary school in any of the following programs <ul style="list-style-type: none"> ↔ Health Sciences ↔ Nursing ↔ Office Administration ↔ Medical background Other Qualifications: <ul style="list-style-type: none"> ↔ good communication, customer service, organized, can work independantly or as a team player
Job Description	-using electronic patient files -rostering patients, mailing correspondences to patients, answering the phones, booking appointments, cleaning instruments, stocking exam rooms, -processing lab specimen
Duties & training planned	Orientation Introduction to other employees, facility tour H&S, Fire, WHMIS, Violence in the Workplace EMR training , Policy & Procedures Manual Shadowing an employee
# of Hours per week	37.5 hours per week
# of weeks	12 weeks
Hourly rate:	\$12.00 per hour
Other details	Medical Clinic which provides Primary Care for all ages (prenatals, babies, children, youth, adults seniors) Includes individuals with handicaps Lab services offered on site Alzhiemer Services have a satelite office in the clinic AHA professionals in the clinic- MOA, RN, NP, physicians



Rural Healthcare Work Placement Job Posting

	Promote wellness, preventative care, and staff management chronic diseases - this position will work with all staff on the team and all the patients coming into the clinic
How to apply	Complete Student Job Application # 2012-02 for this job posting and follow the instructions on the application form.