

Clinical Team Assistant (1 part-time position)

The Middlesex-London Health Unit has exciting opportunity for **one part-time Clinical Team Assistant** to work on the Oral Health & Clinical Support Services (OHCSS) team covering both the Citi Plaza, London location and the Strathroy location. This position requires flexible hours including day and evening shifts.

KEY RESPONSIBILITIES: Under the direction of the Associate Manager, Oral Health & Clinical Support Services the incumbent will:

- Provide administrative support including greeting the public in person and providing them with relevant information, booking appointments and registering clients;
- Monitor and maintain clinical supplies including completing requisitions and restocking for the Harmonized clinic in London and Strathroy Dental clinic;
- Operate and maintain the equipment in the sterile bay and disinfect instruments from multiple clinics, including dental and sexual health clinics;
- Input statistical/medical records information into specific software programs and perform data entry; and,
- Perform other duties as assigned.

QUALIFICATIONS:

- Completion of a Medical Office / Medical Laboratory Assistant diploma or certificate program or equivalent.
- Preference will be given for completion of a course related to reprocessing and sterilization of medical and/or dental instruments.
- Demonstrate familiarity with Infection Prevention and Control (IPAC) Standards.
- Minimum of six months experience required working in a clinical setting, including outpatient clinic, hospital setting, doctor's office, dental clinic, or in a related role within the last year.
- Demonstrated proficient technical skills in the areas of documentation including the use of Microsoft Office and Electronic Medical Record system.
- Flexible work hours are required (including working Monday to Thursday evenings).
- Must have access to reliable transportation and be willing and able to travel to both Citi Plaza location in London as well as the Strathroy location.
- Skills and knowledge to work with an increasingly diverse population, has knowledge of health inequities.
- The ability to communicate (oral and written) in any other language(s) is highly desirable.

The hourly rate for this position ranges from \$26.73 to \$33.39 based on qualifications and experience.

To apply to this position, please go to www.healthunit.com select "Apply Now" and submit a resume and cover letter as a single document by **May 14, 2025**. Please note new applicants will need to create an online account to apply.

We thank all applicants for their interest in a career at the Middlesex-London Health Unit; however only those candidates selected for an interview will be contacted.

The Middlesex-London Health Unit is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from equity-seeking communities including Indigenous peoples, racialized people, persons with disabilities, and those who identify as 2SLGBTQ+. Candidates are encouraged to voluntarily self-identify in their

cover letter, in a transparent manner, as part of the application process. When a candidate voluntarily discloses such information in their application, the information will be kept confidential. Disclosure and/or self-identification with an equity-seeking community will not lead to advantageous treatment of a candidate who is not qualified. Please see www.healthunit.com for further information about our programs and services. To apply to this position, please submit all applications electronically via our Career Opportunities page. Posting will remain open until filled.

Accommodations are available, upon request, to support potential applicants with disabilities throughout the recruitment process. Should you require accommodation, please indicate in your cover letter and we will work with you to meet your accessibility needs.