



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Clinical Admin Assistant– Canada Summer Jobs</b>
<b>DEPARTMENT:</b>	<b>Nursing Department</b>
<b>CLASSIFICATION:</b>	<b>Student</b>
<b>REPORTS TO:</b>	<b>Manager of Care</b>
<b>HOURLY RATE:</b>	<b>\$18.96</b>

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### JOB SUMMARY:

Under the direction of the Nursing Manager, the Clinical Admin Assistant position serves as a developmental opportunity for students to build skills in clinical administration, customer service, medical equipment inventory systems, digital record management, organization, communication, and teamwork at Menno Place while supporting Resident and Family Centred Care (RFCC). This opportunity requires collaboration, adaptability, professionalism, and a commitment to learning—including the ability to receive and integrate constructive feedback.

This is a temporary, full-time position funded through the Canada Summer Jobs Grant and aligned with Federal and Member of Parliament priorities. The student must demonstrate commitment to the vision, mission, and values of Menno Place and perform all duties in accordance with facility policies and procedures.

The role requires teamwork, communication, and cooperation. The successful candidate contributes to a positive and safe working environment, accepts instruction well, manages time effectively, and participates in continuous quality improvement of services provided.

### DUTIES & FUNCTIONS:

- Support nursing and care staff by organizing nursing stations and assisting with resident chart organization (Customer Service, Organizational Skills).
- Help locate, label, and maintain medical equipment and supplies, including completing inventory counts and restocking (Organizational Skills, Problem Solving).
- Identify missing, expired, or damaged supplies and report recommended corrections (Problem Solving).
- Assist with administrative tasks such as data entry, filing, scanning, and maintaining digital records or spreadsheets (Digital & Technical Skills).
- Create or update simple digital tracking systems for equipment, supplies, or project documents (Digital & Technical Skills).
- Support standardization of resident room setups and help identify rooms needing updates (Team

Collaboration, Problem Solving).

- Work collaboratively with nurses, care aides, and administrative staff while seeking and applying feedback (Team Collaboration, Mentorship).
- Follow facility protocols related to privacy, infection control, safety, and documentation (Adaptability, Professionalism).
- Participate in room inventories, reference library organization, and other small workflow-improvement projects (Organizational Skills).
- Provide respectful companionship and interaction with residents as assigned (Customer Service, Interpersonal Skills).
- Adapt to shifting daily priorities and balance administrative, inventory, and resident-support tasks (Adaptability, Time Management).

#### **KEY RESPONSIBILITIES:**

- Medical equipment inventory and system creation
- Resident chart organization
- Nursing station organization and inventory management
- Resident room inventory management
- Companionship to the residents
- Library organization and inventory management

#### **QUALIFICATIONS**

##### Education, Training and Experience

- Post-secondary students in a direct or related field of studies are preferred.
- 1-2 years of experience in customer service and administrative support.
- Proficiency in Microsoft Office Suite and Excel.

##### As per the Canada Summer Jobs program, eligibility requirements are:

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*\* and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

##### Skills and Abilities

- Communicates effectively in English both verbally and in writing.
- Courteous and collaborative interpersonal skills and works as a member of a team.
- Willingness to learn how to operate position related equipment.
- Organize and utilize resources as provided.
- Collaborates with leaders to promote a cooperative and constructive environment for improvement that consistently meets the needs of residents, families, staff, and the community.
- Self-confident in learning abilities with a willingness to ask questions.

##### Health & Safety

- Accountable for occupational health and safety and related activities of residential care staff.

- Is aware of their rights and responsibilities under the BC Occupational Health and Safety Act and follows all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor.
- Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations, fire and code drills and knows the community fire and disaster plan.

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

**We thank all applicants however only those short-listed candidates will be contacted.**

[Click Here to Apply Online](#)