

# EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting Regular Part-Time opportunity as a **Health Care Assistant (Competition #129.18)** exists in the Endocrinology reporting to the Clinical Manager.

## **Summary of Duties, but not limited to:**

### **Patient Care:**

- Escorts patients from waiting area to assigned examination room
- Takes vital signs as per clinic guidelines; obtains height and weight as necessary
- Facilitates the flow of patients between clinics
- Anticipates needs of patient appointments and prepares clinical rooms with the required resources
- Assists patients with way finding to check out
- Relays patient concerns to Health Care Providers
- Facilitates efficient turnover of rooms for clinicians
- Performs regular rounding in waiting areas to keep patients informed of wait times
- Required to provide a clean and safe environment for patient care/treatment including turnover of all clinical rooms following hospital infection control practices

### **Non-Patient Care**

- Performs end of day functions to prepare for next day activities
- Stocks exam rooms with supplies, forms, etc.
- Identifies items that need ordering/initiates orders on certain items
- Ensure supplies are within appropriate expiry date
- Prepares/replenishes patient education information as needed
- Maintains general tidiness of cleaning/soiled utility rooms
- Initiates and follows up on requests for equipment repairs

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

## **Qualifications/Skills:**

- Secondary School Diploma required
- Successful completion of a recognized Personal Support Worker program from an accredited college
- Minimum of 3 years' experience in a hospital setting
- Demonstrated proficiency with an electronic patient record
- Ability to work in a fast paced environment
- Excellent communication skills
- Must be a team player
- Patient focused, with excellent interpersonal and customer service skills

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- Experience dealing with the public
- Proven punctuality and attendance record
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

**POSTING DATE: May 16, 2018**

**Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)**

**We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.**

*Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.*