

## **Clinical Program Assistant (35 hours/week, 8-week summer contract)**

### **Who We are:**

Langs is a grass-roots neighbourhood-based organization that has become so much more! Langs was established as a community development project in 1978 by a group of citizens and service providers concerned about the lack of accessible services in the community. Langs has grown to become a dynamic, respected multi-service organization that uses a community development approach to provide comprehensive health, social and recreational services that are responsive to the changing needs of our community.

### **What We are Looking For:**

We are currently recruiting for Clinical Program Assistants to join our clinical teams at the Cambridge location. This role is responsible for assisting with general administrative tasks and duties as assigned by medical receptionists

#### **A successful candidate in this role would have**

- Must meet all criteria for the Canada Summer Jobs program
- Experience in customer service, data entry and analysis, and performing general administrative duties
- Experience using Microsoft Office Suite (Word, Excel, Outlook etc.)
- Organized and possess excellent written and verbal communication skills
- Experience using PS Suites electronic medical record software a definite asset

#### **In this role you will be expected to complete the following tasks**

- To order and maintain inventory, forms, and front office supplies
- To order and maintain inventory of clinical supplies, PPE and maintain stock of exam rooms
- Maintain Bio-Waste / Steri-Cycle program, including emptying bio-waste receptacles in exam rooms.
- To maintain inventory of sample medications and organization of supplies involving data entry
- To assist with program registration, enter and update patient/participant registration changes for clinical and youth services
- To compile patient statistics and other information
- Prepares promotional materials, displays, and assist with special events as required.
- To complete and maintain attendance records for programs and submit to the data to service area leads
- Performs other duties as required

### **What We Can Offer You:**

Langs is an organization where people belong. Langs is committed to promoting Inclusion, Diversity, Equity, and Access for all our staff, patients, participants, and volunteers. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Langs strives for an inclusive environment centred on employee wellbeing and supportive leadership.

Don't meet every requirement? Studies have shown that women and people of colour hesitate to apply to jobs unless they meet every single qualification. At Langs, we are dedicated to building a diverse, inclusive and authentic workplace, if you're excited about this role but your past experience doesn't align perfectly with every qualification please apply and share in your cover letter why you believe you are the right candidate.

Candidates are required to submit detailed cover letter along with their resume by May 12, 2024  
Candidates requiring accommodation to participate should contact Human Resources to communicate any accommodation needs.

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