



<b>Student: Clinic Improvement Assistant – 2 positions</b>
<b>Posting Date: May 10 (or asap)</b>
<b>Closing Date: May 24, 2019</b>
<b>Start Date: June 1, 2019 – August 30, 2019</b>
<b>Two temporary full time postings</b>
<b>Salary: \$20/hr</b>
<b>Hours: 37.5/week</b>

**Position Overview:**

Reporting to the Clinic Improvement Facilitator and the SASPCN Management team, this position will assist in documenting clinic needs or gaps, identifying physician communication requirements, assist in optimizing features within the Electronic Medical Records Systems, provide feedback on best practices and report on quality improvement data and work as an assistant to the Clinic Improvement Facilitators.

**Qualifications and Skills:**

- Experience in project management (1 year)
- Knowledge of facilitation or change management (1 year)
- Knowledge of medical terminology
- Knowledge of NetCare and EMR is an asset
- Knowledge of Microsoft Office products
- Accurate and proficient keyboarding skills (minimum 40 wpm required)
- Outstanding communication skills, excellent command of the English language
- Demonstrated ability to work independently and in a team
- Effective multi-tasking, time management and organization skills
- Demonstrated commitment to providing focused patient care
- Clear criminal record check
- Clear child welfare and intervention check
- Valid First Aid and CPR certifications

**How to Apply:**

Please forward your cover letter and résumé to: [careers@saspcn.com](mailto:careers@saspcn.com)