



POSITION DESCRIPTION

JOB TITLE: Summer Student – Client Intake & Administrative Support

RESPONSIBLE TO: Chief Operating Officer

SUMMARY OF FUNCTION:

The Summer Student – Client Intake & Administrative Support serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre’s Statement of Values and Principles. The Client Intake & Administrative Support Student is an essential member of the client-centred health professional Team and will provide ongoing support and assistance to the Primary Care Team including the Mental Wellness and Diabetes Teams.

DUTIES:

1. Work with members of the Primary Care Team and Health Information Team to determine which clients require updates to client socio-demographic information;
2. Connect with clients via telephone and in person to verify existing socio-demographic
3. Enter and updated socio-demographic information into the electronic client record;
4. Maintain Medical Records filing and organization
5. Preparing Staff/Volunteer/ Student Orientation Packages
6. Photocopying/organizing/compiling educational materials for client orientation sessions
7. Assisting with evaluations/surveys/promotional materials
8. Tracking and compiling data for quality improvement
9. Calling/connecting with clients, ie. Client Satisfaction Surveys
10. Assist and support the Team as required;
11. Other duties may be assigned

QUALIFICATIONS:

- Strong interest in a health care setting performing similar duties.
- Experience with Microsoft Office and other related office software.
- Possess excellent organization and problem-solving skills.
- Good communication and interpersonal skills.
- Ability to work with a team and independently.
- Experience working with the public.
- Strong interest in Community Health;
- Ability to work flexible hours in order to meet the needs of the community, including early mornings, evenings, and weekends.
- College or University Student
- Candidate must be returning to school in September 2025.

Revised: February 2021