JOB POSTING: Part-Time Clinical Assistant 4-months Contract

Date of Posting:	November 13, 2025
Position:	**Temporary Part-Time Clinical Assistant 4-months Contract**
Job ID:	CCH-2539
Bargaining Status:	C.U.P.E. Local 4891
Hours of Work:	Monday to Friday, 17.50 hours per week, at least one evening per week is required.
Service Area:	Primary Health Care
Reports To:	Manager of Interprofessional Primary Care
Salary:	$19,535.00 - $23,536.50 per annum plus 4% in lieu of vacation
Start Date:	December 2025

About CommunitiCare Health

We are a community health care agency that provides a full range of community health care and support services, making us a distinctive agency in Toronto offering a blend of community support services, community mental health and addictions services, supportive housing, inter-professional primary care and home care services. We are community governed. We continually look for ways to serve our clients and our community better and to provide enhanced access to equitable care. We are looking to expand our Primary Health Care team with the addition of a new Clinical Assistant.

Position Statement/Summary

As an integral part of the interdisciplinary team, the Clinical Assistant works to ensure that clinical support needs of the organization are met efficiently and effectively. The Clinical Assistant works in partnership with the management team and CommunitiCare Health's staff to support the vision and mission and to ensure that organizational accountability systems are implemented. Continuous attention to quality improvement is essential. The Clinical Assistant participates in the accreditation process, implementation of strategic plans and performance reviews.

Key Responsibilities

- See clients independently, within scope of practice and within medical directives, as required, and assists with appointments, perform clinical procedures and tests as ordered by the physician or nurse practitioner, including:
  - Well baby/child visits, periodic health exams.
  - Height/weight/BMI/blood pressure/temperature/pulse.
  - Urinalysis and urine pregnancy tests.
  - Immunizations and other injections.
- Collect and document client health information.

- Assist with improving client flow, including:
  - Escort clients to exam rooms.
  - Set-up exam rooms for appointments
  - Prepare appropriate instruments for medical procedures.
  - Clean and organize exam room after appointments.
  - Handle specimens.
- Assist with client health education.
- Complete clinical administrative tasks as assigned, including:
  - Assist with client recalls, tracking labs, reconciling lab requisitions and diagnostic results.
  - As delegated, communicate with clients and external providers and services regarding client referrals.
  - Assist with communication related to medication renewals between clinician, pharmacist and clients.
  - Support maintenance of client records.
  - Complete and timely documentation of clinical encounters, as appropriate.
- Performs venipuncture, ECGs and other tests as ordered by the physician or nurse practitioner.
- Assists with home visits by conducting venipuncture in clients' homes as necessary.
- Orders and maintains laboratory and clinical supplies.
- Maintains an appropriate supply of vaccines and ensures the quality and safety of the supply.
- Assists with ordering of medical equipment.
- Ensures maintenance of medical equipment takes place as per maintenance schedule.
- Ensures exam rooms, laboratory and medical supply cupboards are kept safe, clean and stocked.
- Manages the medications supply cabinet, including samples and ensures safety and security of the supply.
- Ensures the availability of sterile clinical equipment and instruments by autoclaving as necessary.
- Ensures best practice standards are met as they pertain to the assigned duties.
- Assists with collection, disposal and pick-up of bio-hazardous waste.
- Promotes effective staff functioning and teamwork by participating on health centre committees as requested.
- Other duties as assigned.

Qualifications

- Graduate of certified Medical Laboratory Assistant/Technician Program or a Practical Nursing certificate/diploma from a recognized educational institution and with a Current registration with the College of Nurses of Ontario.
- At least 2 years' experience as a lab assistant or technician, or experience in a primary or urgent care setting (at least some must be in a primary care setting).
- Demonstrated knowledge and understanding of medical terminology.
- Demonstrated experience with conducting routine diagnostic tests, as well as set-up, clean and maintain medical laboratory equipment.
- Demonstrated experience with ordering clinical supplies and managing clinical inventory.
- Strong interpersonal and communication skills.

- Demonstrated commitment to and knowledge of community health care.
- Experience working with populations who are marginalized and may have difficulty accessing primary health care.
- Excellent computer skills and knowledge of various office software applications.
- Demonstrated ability to work effectively in an inter-professional team environment, as well as ability to take initiative and work independently.
- Excellent communication, decision-making, problem solving, conflict management and time management skills.
- Strong interpersonal skills.
- Commitment to working with CommunitiCare Health's priority populations.
- Second language, relevant to catchment area populations is an asset.

Note to Internal Applicants

Employees who have completed the Probationary Period in their current position may apply in writing for this position. A successful internal candidate shall be placed into the position for a trial period of thirty (30) days. If at any time during this period CCH determines that the applicant is not suitable in the new position, or the employee feels that they are not suitable for the position, the applicant shall be returned to their former position.

Note to External Applicants

We thank all the applicants for their interest and advise that only those selected for an interview will be contacted.

As part of our hiring practices, we encourage and particularly welcome resumes from traditionally marginalized communities. This includes but is not limited to consumers/survivors, people of colour, indigenous peoples, persons with disabilities, and members of the 2SLGBTQI+ community.

If you have any requirements for accommodation due to disability, please advise Human Resources during the recruitment and selection process. We will work with you to best meet your needs as per the resources available to us.

CommunitiCare Health is a scent-free environment.

How to Apply

Submit to: Human Resources

jobs@communiticare.org

Submission Deadline: **November 27, 2025**

Please indicate the Job Reference Number (CCH-2539) in the email subject line