



Are you.....

- ✓ Interested in health care?
- ✓ Have an interest in website development?
- ✓ Interested in promoting health & wellness?
- ✓ Innovative & creative?
- ✓ Between the ages of 15 and 30, currently in secondary or post-secondary school and returning to school in the fall?

If so, the Central Hastings Family Health Team has a current summer job opportunity supported by Canada Summer Jobs you may wish to apply for:

The C.H.F.H.T. is a group of collaborative health care professionals, located in the heart of Hastings County. We operate out of offices in Madoc, Marmora and Gilmour. **We are currently seeking to fill a temporary position for a Junior Office Assistant.** The position starts the week of July 3, 2018, working 30 hours per week for 7 weeks.

The **Junior Office Assistant** is responsible for a wide range of communication initiatives. The role of support includes creative development and implementation of communication tools.

Position Description

- Provides support to the administration office for specific projects / assignments as assigned to support the efforts of the Communication Committee
- Assists in enhancing communication of programs & access to services through social media
- Assists in development and distribution of paper & electronic patient communications materials
e.g. patient survey, pamphlets, newsletters, poster boards, notices
- Assist in redevelopment of current website
- Filing, general office support

Qualifications and Experience

- Demonstrated interest in Primary Health Care and / or the Senior Population
- Interest in the communication and promotion of programs and services within Primary Health Care
- Currently enrolled in Secondary or Post-Secondary school with expectation of enrollment in next school year
- Basic knowledge of the use of computers, Microsoft Office Suites, Web based technology (website), Facebook
- Excellent communication skills and office etiquette
- Meets eligibility criteria of Canada Summer Jobs program

Pay Rate: \$14.00 per hour

To apply, please submit your resume by May 31, 2018 to

Mary Stuart – Administrator
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