



JOB POSTING #2024-066

Internal/External Posting

Union: CUPE F

Posting Date: September 13, 2024

Posting Closed: September 25, 2024

Salary Range: \$18.818 to \$21.814/hour

Opportunity: Birth Centre Assistant

Site/Base Location: Women's Health Clinic Odéimin

Hours: 0.4 FTE (32 hours plus 2 on calls per pay period)

TERM: November 1, 2024 - November 3, 2025. Position is a MAT LOA which may expire sooner than the date indicated, subject to written notice of a minimum two (2) weeks, or one (1) pay period, whichever is longer.

Anticipated Shifts: Days/Evenings/Weekends/Overnights

WHC promotes personal agency and believes that all people should be empowered to take care of their mental, emotional, sexual, physical and spiritual health and wellbeing. We offer sexual, reproductive, and mental health care and support for people of all genders. Our organizational values guide our work through an anti-racist, anti-oppressive, intersectional, feminist, harm reduction lens.

Position Summary:

To provide program and client service support functions in accordance with WHC policies and procedures to maintain consistent and high-quality programs and services. Hours of work may include day, evening, weekend and on call hours. There are some designated bilingual positions that require proficiency in listening and speaking in both official languages (French and English).

Requirements:

The ideal candidate is a self-motivated, organized and detail-oriented individual. The successful candidate will possess excellent analytical, verbal and written communication skills and be able to work to strict deadlines while contributing to a professional working environment.

Candidates must have:

- Completion of high school or equivalent program of studies

Assets:

- Must be legally able to work in Canada.
- Be fluently bilingual in both official languages (French and English)
- Proficiency in other languages
- Proficiency using Accuro medical database
- Live in close proximity (within 30 minutes) of Odéimin - 603 St. Mary's Road
- Knowledge of barriers that impact BIPOC & 2SLGBTQIA communities accessing health care
- Commitment to anti-oppressive & anti-racist work practices

INTERNAL APPLICATION PROCESS:

* INCLUDE **Reference Job Posting #2024-066** in email subject line.

* Email separate Cover letter & Resume (pdf or word document) to WHChr@womenshealthclinic.org

* Expression of Interest via email to HR will be accepted only if in same role within same program

Full position description located on shared drive [MA-BCA Position Description.pdf](#)

WHC is committed to the development of a staff team that reflects the diversity of the communities we serve. We strongly encourage persons who reflect the diversity of our clients to apply. We welcome and encourage applications from all women*, racialized and Indigenous people, people with disabilities, and members of the LGBTQ community. We invite applicants who can contribute to the mission, vision and values of WHC, and the achievement of its strategic plan through collaboration and teamwork.

We thank all applicants for their interest; only candidates selected for an interview will be contacted.

**We use an inclusive definition of "women" and welcome Two-Spirit, genderqueer, trans and non-binary people to Women's Health Clinic. For more information on our programs and who we serve, visit www.womenshealthclinic.org/whoweserve.*