



## **POSITION DESCRIPTION**

**JOB TITLE:** Summer Student – Client Intake Information Update

**RESPONSIBLE TO:** Chief Operating Officer

### **SUMMARY OF FUNCTION:**

*The Summer Student – Client Intake Information Update 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 Information Update 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 2018.