



Summer Student Special Project – Primary and Clinical Care Services

POSITION TITLE: Summer Student

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Manager of Primary Care which includes matters pertaining to the policies and procedures of Six Nations Elected Council.

PURPOSE & SCOPE OF THE POSITION:

To provide support in assessing, developing, implementing an inventory system utilizing QR coding and data entry into excel spreadsheets.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Process and log items identified for inventory.
- Tagging items with QR codes and matching to inventory data in excel spreadsheet

2. Communications Functions:

- Communicates with Manager regarding process and provides updates regarding process
- those that relate to client safety, staff safety and risk management.

WORKING CONDITIONS:

- Medical Office environment

WORKING RELATIONSHIPS:

With Manager of Primary Care,

Receives direction, guidance, encouragement; discusses plans and priorities regarding special project

With Other Staff

Receives clinical direction as needed, Promotes courtesy, co-operation and teamwork with all staff.

With the Public

Represents and promotes the Family Health Team services interests of Six Nations; works in a courteous, co-operative positive and proactive manner, provides information and advice.

KNOWLEDGE AND SKILLS:**Minimum Requirements:**

Enrolled in High School program and/or Grade 12 Diploma (Ontario Basic Skills Level 4 Grade 12 equivalency/General Equivalency Diploma)

- Will consider secondary school students in lower grades that demonstrate strong computer skills and knowledge of Microsoft Excel
- High level of computer skills –Microsoft Excel.

Other Related Skills:

- Strong organizational skills.
- Strong interpersonal, verbal and written communication skills.
- Understands the importance of Confidentiality. Ability to work with tact and discretion.
- Knowledge of the Six Nations Community and highly sensitive to Six Nations culture.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.