



.... Every Child and Youth living life at their full potential.

At Grandview Kids, we provide family-centred paediatric treatment, rehabilitation services and specialized programs, services and supports to children and youth with communication, physical and developmental needs and their families. We are dedicated to every child and youth living life at their full potential, fostering development, growth and personal achievement for the children and youth, their families and for our staff members. Our team-oriented approach supports our staff to collaborate, share ideas, and work with a variety of professional disciplines in a stimulating environment with an exceptional variety of opportunities in the field of paediatric rehabilitation.

The next three years will be a period of unprecedented growth as we complete a major capital expansion, building a new Grandview Kids.

If you are looking for a career that offers personal and professional rewards, a once in a lifetime expansion project and opportunity and one that makes a real difference and impact in the lives of others, then Grandview Kids is the place for you! We are excited to be accepting applications for the following position:

Team Assistant

- *Contract Part-time – 18.75 hours / week*
- *May 2021- December 23, 2021*

Under the general direction of the Clinical Manager, the Team Assistant executes tasks that support a client's participation in programs and services from point of intake to discharge. The Team Assistant participates in the intake function; creates and updates the client record; determines basic eligibility; schedules appointments; provides support to the team, to specialty clinics, and the Welcome Centre; carries out data entry and general office procedures; ensures the integrity and confidentiality of client records; maintains communication with all other staff members; participates in education, orientation and public relations as required; maintains a safe work environment; participates in the Centre's Quality Improvement Program (QIP) activities; and carries out other duties as assigned.

You have:

- College diploma in a field related to Business Administration or a similar discipline or;
- Two years of experience in a related setting.
- Extensive knowledge of the principles and practices of administrative services;
- Other relevant business/computer courses;
- Bilingual (Fluent in French/English) is an asset

You have experience and knowledge working with child development and relevant services and community supports for children with special needs and their families in Durham Region. Superior time management, high level of accuracy with attention to detail, demonstrates proficiency in data entry. Well-developed conflict resolution, problem solving, interpersonal and communication skills. Preference will be given to candidates with experience in scheduling client appointments in a fast-paced environment

Please forward your resume and clearly state "Team Assistant" Job 21.51 by 5:00 on May 10, 2021 to:

Human Resources Manager, Grandview Kids 600 Townline Road South, Oshawa ON, L1H 0C8
Website: www.grandviewkids.ca E-mail: careers@grandviewkids.ca

Grandview Kids aims to be deliberate in our consideration of diversity, defined as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression, and age. Recognizing and valuing diversity and equity must be accompanied by concerted efforts to ensure the inclusion of diverse and underrepresented populations, meaning that individuals must be and feel valued, respected and equally supported. We invite applicants in the above defined areas to apply.

Grandview Kids is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If you have accessibility needs and require alternate formats or other accommodations please contact us.

We thank all applicants. Only those selected for an interview will be contacted.