



Every child and youth living at their full potential

About Grandview Kids

Grandview Kids provides an array of specialized programs, rehabilitation services, and outpatient clinical treatments to children and youth with physical, communication, and developmental needs. Programs and services – which are delivered at the Centre, in the community, at schools, and in-home – include: medical consultation, assessment, and diagnosis; audiology, autism support; complex care program; occupational therapy; physiotherapy; respite services; social work; speech-language pathology; therapeutic recreation; and family engagement. Grandview Kids actively participates in research to support innovation in rehabilitation science, to advance organizational capabilities, and to better serve caregivers and the developmental needs of their children and adolescents. As an organization, we are dedicated to inspiring possibilities, fostering development, and supporting growth and personal achievement with our clients, caregivers, and team members. Through a collaborative, multi-disciplinary approach, members of Team Grandview strive to provide culturally safer, inclusive, and innovative evidence-informed care that meets the unique needs of each client.

Grandview Kids is now accepting applications for the position of:

Team Assistant Student (Contract Full-Time) - 1 position

- Contract Full-Time – 37.5 hours per week (1FTE)
- Salary: \$19 per hour
- Contract Duration: June 22nd, 2026 – August 28th, 2026
- Onsite / In-Person

Under the direct supervision of the Program Manager for Scheduling and Program Support the student team assistant. Their responsibilities may also include; completing data entry; uploading client information into the electronic health record; completing chart audits; completing reminder calls; and carrying out other tasks as assigned, 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.

Student Team Assistant maintains professional competence, maintains communication with all other staff members; participating in education, participating in the Centre's Quality Improvement Program; maintains a safe work environment and carries out other duties as assigned.

Responsibilities

The Student Team Assistant provides support to the Scheduling and Welcome Centre by:

- Receiving and directing telephone calls
- Providing guidance and support to volunteers
- Receiving and processing cancellations from families, staff and partners
- Entering data according to established procedures into the data bases, as appropriate (e.g., ISCIS- Integrated Services for Children Information Systems)
- Coordinating the setup for workshops/meetings (e.g., room booking, maintenance request for room setup, equipment, refreshments)
- Ordering supplies and managing inventory
- Creating and sending invitation, contact or confirmation letters as requested
- Monitoring/maintaining wait lists and workshop schedules
- Performs other duties as assigned

Qualifications

- Diploma or certificate in Business Administration, or equivalent
- Related experience in administrative and health care office environment preferred
- Computer skills in a Windows environment using MS Office
- Completing data entry and uploading client information into the electronic health records system

How to apply

Please submit your resume for Job 26.48 Team Assistant Student through the following link: [Apply Here](#) by 5:00 PM on May 21st, 2026

Please address your correspondence to:

Human Resources

Grandview Kids

1461 Harwood Avenue North

Ajax, ON L1T 0R3

Our Commitment to Belonging

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 throughout this process, please contact Human Resources.

Land Acknowledgement

The lands, waters, nature and sky that Grandview Kids is privileged to exist within have long been home to the Michi Saagiig Anishinaabeg. We acknowledge the lands of the traditional and treaty territories covered under the Williams Treaties, including the Mississaugas of Scugog Island First Nation, Alderville First Nation, Hiawatha First Nation, Curve Lake First Nation and the Chippewa Nation of Georgina Island, Beausoleil and Rama. We are responsible for building stronger relationships with clients, caregivers, partners and colleagues from First Nations, Métis and Inuit communities. Through our

shared values of belonging, excellence, connection discovery and celebration, Grandview Kids commits to seeking truth and upholding reconciliation.

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