



CENTRE DE SANTÉ COMMUNAUTAIRE DE NIPISSING OUEST
WEST NIPISSING COMMUNITY HEALTH CENTRE

The West Nipissing Community Health Centre offers primary health care as well as health prevention, education and promotion programs to the residents of the Municipality of West Nipissing.

THE CENTRE IS SEEKING: SUMMER STUDENT - PRIMARY CARE

DURATION: June, July and August 2026 (total of 8-10 weeks)

RESPONSIBILITIES:

Patient Care Support

- Assist with patient intake and flow, including escorting patients to exam rooms and preparing them for visits
 - Obtain and document basic patient information (e.g., height, weight, blood pressure) where appropriate and under supervision
 - Support clinicians during appointments by preparing equipment and ensuring rooms are ready
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Clinical Environment & Infection Control

- Clean and disinfect examination rooms and high-touch surfaces in accordance with Infection Prevention and Control (IPAC) standards
 - Restock and organize medical supplies and exam rooms
 - Ensure proper handling and disposal of biomedical waste according to Ontario guidelines
 - Support PPE organization and adherence to routine practices
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Professional Responsibilities

- Maintain strict confidentiality and comply with PHIPA and organizational policies
 - Demonstrate professionalism, cultural sensitivity, and respect for diverse populations
 - Adhere to workplace health and safety, including IPAC standards
 - Seek feedback and demonstrate initiative in a supervised learning environment
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QUALIFICATIONS:

Education:

- Currently enrolled in or recently completed a post-secondary program in a health-related field (e.g., nursing, practical nursing, pre-med, health sciences, social services)

Experience:

- Experience in the health sector or in administration will be an asset.
- Experience in an electronic medical record will be an asset.

Knowledge and skills:

- Bilingual: Excellent verbal and written communications skills in French and English
- Comfortable using computers and willing to learn electronic medical record (EMR) systems
- Ability to work independently with minimal supervision and as a part of a team
- Strong organizational, problem solving and interpersonal skills
- Ability to adapt
- Must be able to work flexible hours

WORK LOCATION: West Nipissing Community Health Centre – 68 Michaud Street, Sturgeon Falls

COMPENSATION: \$19.00 hourly

**Please send a cover letter and resume to: info@cscno-wnchc.org or by fax to 705-753-5387
to the attention of Guy Robichaud, Executive Director**

Closing date: Friday, May 8, 2026 at 4 p.m.

***Only candidates invited for an interview will be contacted**