



TAIBU Community Health Centre Youth Healthcare Assistant

Position: Part Time – 35 hours a week

No of Positions: 5

Application Deadline: June 6, 2025

Contract Duration: 8 weeks: July 7th to August 29th, 2025

Pay: \$18.50 per hour

Job Type: In person and remote working

TAIBU Community Health Centre (CHC) is a multidisciplinary, non-for-profit, community led organization established to serve the Black Community across the Greater Toronto Area as its priority population. We are located in the Malvern neighbourhood of Scarborough in Ontario. TAIBU also serves all the residents of the Malvern neighbourhood bounded by McCowan Rd to the West, Pickering Town line to the East, Highway 401 to the South and Steeles Avenue to the North.

We are offering exciting employment opportunities in addressing systemic barriers faced by our communities. This summer, we will be hiring **Youth Healthcare Assistants** to support the delivery of healthcare services in the following disciplines:

- **Health Research**
- **Finance and Administration**

Youth Healthcare Assistants will be working with, shadowing and learning from a variety of staff including our Health Promoter and Administrative Assistant. Candidates pursuing careers in these fields are highly encouraged to apply. **This position will require a combination of in person and remote work.**

Responsibilities:

- Support the delivery of healthcare services, in person and virtually
- Assist with program preparation including purchasing supplies and organizing materials
- Complete administrative duties including taking minutes and notes for meetings
- Actively participate in team meetings
- Provide general administrative support, including data entry, document filing, maintenance of electronic medical records (EMR) systems, and tracking of office assets.
- Participate in outreach initiatives to promote programs and services, in person and virtually
- Participate in ongoing supervision and mentoring over virtual platforms
- Other duties as assigned

Qualifications:

- At least one year of work, volunteer or academic experience in related healthcare fields
- Strong time management skills
- Basic English language written and verbal skills
- Basic French language skills an asset
- Knowledge of Microsoft Word & Excel programs
- Demonstrated ability to work independently
- A commitment to social change and equity
- Knowledge of the Malvern Community an asset
- Demonstrated interpersonal and leadership skills

To Apply:

- Submit resume and cover letter demonstrating relevant skills and experiences
- TAIBU Community Health Centre is an equal opportunity employer and we encourage applicants of African Caribbean Black, LGBTQ+, Indigenous and Francophone lived experiences and persons living with disabilities to apply

- **Applications without cover letters will not be considered**

This is a Canada Summer Jobs initiative. **All applicants must be between 15 to 30 years of age.** Applicants must be Canadian Citizens, Permanent Residents or persons on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*. You must be legally eligible to work in Canada. **International students are not eligible for this posting.**

Job Contact Information: Please send resume and cover letter to:

Hiring Committee

TAIBU Community Health Centre

27 Tapscott Road, Unit 1

Scarborough, ON M1B 4Y7

Email: students@taibuchc.ca