



Position: Research Clerk/Clerical Assistant
Site: TORONTO WESTERN HOSPITAL
Department: REHABILITATION SOLUTIONS
Reports to: MANAGER
Hours: 30 HRS PER WEEK – Tuesday - Friday DAYS
Status: TEMPORARY FULL-TIME

Rehabilitation Solutions provides rehabilitation services to the insurance industry and Workplace Safety and Insurance Board. Specifically, we offer multidisciplinary assessment and treatment services to patients with musculoskeletal injuries. Program evaluation and clerical research activities have been established to investigate and/or monitor client profiles, treatment outcomes, client satisfaction and other program quality improvement indicators.

Working with Rehabilitation Solutions' Outcome Measures and Research Team, the Clerical Assistant II will:

- Perform data collection and data entry in an accurate and diligent manner;
- Perform data processing – scoring, coding, tracking and accuracy related activities;
- Perform administrative tasks – other duties as requested
- Utilize effective communication skills to perform client intake activities and to disseminate information to our multidisciplinary clinical teams

ACCOUNTABILITIES

- Completion of Grade XII or recognized equivalent, health related undergraduate degree preferred
- Six (6) months recent related experience
- Computer proficiency (Word, Excel, PowerPoint, Access, SPSS, SAS)
- Good organizational and time management skills
- Good verbal and written communication skills
- Good telephone, interpersonal and customer service skills
- Ability to work independently and with a team
- Ability to produce work in accordance with Hospital standards
- Ability to use good judgment in assessing difficult situations
- Ability to perform routine work independently
- Problem solving skills with good decision making
- General knowledge of research processes, procedures and standards
- Experience working in a health care environment preferred
- Knowledge of medical terminology preferred

Send Resume and Cover letter to:

Nicole.Williams@uhn.on.ca

Position Closing date October 17th, 2008

No phone calls please