



## Job Posting

### Project Assistant (Diabetes Eye Screening Program)

**Summary:** Flemingdon Health Centre (FHC) is an engaged and involved member of some of Toronto's most dynamic neighborhoods; Flemingdon Park, Fairview and Thorncliffe Park: FHC is a registered charity and an incorporated not-for-profit Community Health Centre (CHC), with a vision of Strong Health Communities. Across our three sites, we provide a range of health-related services based on the social determinants of health with extensive community engagement. We are primarily funded through the Ministry of Health and Long-Term Care/Ontario Health (formerly: Toronto Central Local Health Integration Network TC-LHIN).

At FHC, we know that health is about much more than just the absence of disease. Our approach to community health encompasses the social determinants of health which includes: education, employment, isolation, food security and social supports, and utilizes a community development model to promote health, prevent disease, and strengthen community capacity. We value health equity, inclusion, community engagement, accountability & transparency, excellence and collaboration & partnerships.

**Position Summary:** The position will assist in the recruitment and scheduling of participants for a research study with the Diabetes Eye Screening Program.

This position requires the candidate to be friendly, professional, organized and supportive, working and communicating effectively with clients, colleagues and providers.

**Employment terms:** Project – until April 15, 2023. 17.5 hours per week, on site work

**Pay range:** \$17,717- \$21,259 per year with 4% vacation pay, this is pro-rated salary for 17.5 hours /week or 0.5 FTE

**Expected Start Date:** As soon as possible

**Reporting to:** Manager, Chronic Disease & Mental Health

#### Responsibilities include:

- Screens potential research subjects over the phone and obtains informed consent to participate in research study
- Can clearly communicate objectives of research study and answer related questions
- Conducts pre-testing and administers questionnaires or other data collection tools
- Works in collaboration with Diabetes Eye Screening Program team to book and reschedule clients into the eye screening program/research study through EMR
- Ability to resolve problems within scope of authority
- Ability to calmly communicate and de-escalate situations with any upset clients
- Promptly communicates any issues that arise during client recruitment/engagement to



manager(s) and study coordinator

- Updates job knowledge by participating in educational opportunities; reading professional publications; understanding FHC population health needs and emerging needs of new residents (i.e. Roma population etc.)
- Adheres to FHC policies and procedures
- Initiates reporting procedures related to privacy breaches while ensuring privacy policies and procedures are followed at all times
- Works in a team oriented environment
- Other duties as required

### Qualifications:

- Post-secondary education, related to community-based research an asset
- Excellent communications skills, both written and verbal
- Excellent organizational and coordinating skills to respond to fluctuating workloads
- Excellent interpersonal skills to liaise with community professionals and staff
- Familiarity with using an electronic medical record system (PS Suite a plus)
- Proficiency in typing and in the use of computers and various software and applications such as MS Office and web-based tools
- Ability to work independently and collaboratively in an interdisciplinary team environment
- Experience handling confidential and sensitive information, knowledge of applicable privacy laws
- Demonstrated cultural competency and experience working in diverse communities and marginalized communities
- Knowledge of and commitment to anti-racist, anti-oppressive principles and practice
- The ability to speak other languages, preferably Farsi, Pashto, Slovak, Czech, Arabic, Mandarin, Urdu, Hindi or Tamil is an asset
- Vaccines (COVID-19 and others) are a requirement of the job pursuant to the Ontario Human Rights Code

**Note:** This is a bargaining unit position with UFCW. Terms may be altered as a result of collective bargaining. For more details on benefits and entitlements, please refer to our collective agreement here: <https://sp.ltc.gov.on.ca/sites/mol/drs/ca/Ambulatory%20Health%20Care%20Services/621-88231-22.pdf>

**Application Deadline:** Sept 18, 2022 by 5:00 pm Eastern time

**Application Process:** Qualified applicants are invited to submit their application online at:

<https://www.jobillico.com/en/job-offer/flemingdon-health-centre.cUkdNk/project-assistant/10915887>

Please include a cover letter and resume in a single file with your name in the file name.

*We encourage applications from individuals who can identify with the diverse communities we serve.*



*We thank all applicants for their interest but regret that only those selected for an interview will receive an acknowledgement. Please note that a criminal background check (Vulnerable sector) will be conducted for this position.*

*In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.*