



Clinical Administrative Assistant (0.60 FTE)

The Toronto Birth Centre (TBC) provides a unique, culturally safe and comfortable space for parents expecting a normal birth in the care of midwives; a place which is also welcoming to their extended family members and support system. TBC is also a place for the community to access educational, professional and community resources related to birth and parenting and to enhance their overall well-being.

We are looking to hire a person to work in the birth centre's clinical administrative operations and to maintain and utilize the databases to produce accurate reports that can inform our work and decision making.

Requirements:

- Manage the bookings for all clients interested in giving birth at the TBC including maintenance of the filing systems including the clinical database and clinical records
- Preparation of a regularly scheduled reports using information contained within the client database
- Provide administrative support to the senior management team
- Provide administrative support to the Midwives' Council and Quality Advisory Committee
- Provide reception duties (8:30-4:30)
- Administer internal and external communications for the TBC
- Maintain the website and posts to social media
- Other administrative and reception tasks

Hours: 3 days/week (Ideally M,W,F) 8:30 am – 4:30 pm

On-Site. No option for Remote Work

Location: 525 Dundas Street East, 2nd floor Administrative Office

Job Type: Part-time position

Salary: Based on experience from \$19-23/h and benefits package after 3 months

If you are interested in this opportunity, please send email along with cover letter and resume to apply@torontobirthcentre.ca.

Posting end date: October 15, 2024.

The Toronto Birth Centre encourages applications from all gender identities and values a diverse workforce that reflects the communities it serves. We thank all interested applicants; however, only those selected for an interview will be contacted.