



Scarborough Centre for Healthy Communities (SCHC) is dedicated to improving the health and well-being of Scarborough's diverse communities by providing accessible, equitable, and transformational health and social services. Through our Neighbourhood Health Model, strong community partnerships, and a commitment to addressing the social determinants of health, we create opportunities for people and communities to thrive.

Guided by our I2CARE values—Inclusivity, Innovation, Collaboration, Accessibility, Respect, and Equity—we foster a workplace where people feel valued, supported, and empowered to make a meaningful difference.

As an academic community health organization, we advance health equity through research, education, and knowledge sharing. We prepare the next generation of health professionals through community-based learning experiences that reflect the realities of team-based care, community support systems, and the diverse communities they will serve.

We are currently looking to hire a:

Clinical Assistant
2 - Full-Time, 12 Months Contract (35 hours per week)
With the possibility of extension

Reporting To: Manager, Interprofessional Primary Care

Purpose:

The Clinical Assistant (CA) is a highly skilled healthcare professional who works under the supervision of a registered physician within a collaborative multidisciplinary team. At Scarborough Centre for Healthy Communities, the CA plays a critical role in improving access to care for equity-deserving populations, managing chronic diseases, and providing comprehensive primary care.

Key Areas of Responsibility:

1. Clinical Care & Patient Management

- Conduct comprehensive health assessments, including physical exams and medical history taking.
- Formulate and implement treatment plans in collaboration with the supervising physician.
- Perform minor clinical procedures (e.g., suturing, immunizations, pap smears) within the scope of the individual CA-Physician relationship.
- Coordinate specialist referrals, diagnostics, and community support as needed.
- Support care delivery as per the medical directives

2. Health Promotion & Education

- Provide patient-centered counseling on lifestyle modifications, nutrition, and mental health.
- Facilitate health education groups or workshops tailored to the community's specific needs.
- Advocate for patients within the healthcare system to ensure seamless transitions of care.

3. Collaborative Practice & Administration

- Working under the supervision of the assigned Physician(s), advance the delivery of primary care services
- Work effectively within an interprofessional team (Nurses, Social Workers, Dietitians, and Community Health Workers).



- Maintain accurate and timely electronic medical records (EMR) in compliance with privacy legislation.
- Participate in Quality Improvement (QI) initiatives and clinical audits to enhance patient outcomes.
- Assist in the development of clinical protocols and health centre policies.

Educational and/or Professional Qualifications:

- Minimum 3 years of experience in healthcare, or related environments.
- Minimum 6 months of experience in primary care setting in Canada (America also considered)
- Graduate from medical school listed in World Directory of Medical Schools
- Holds the Licentiate of the Medical Council of Canada (LMCC) in good standing
- Excellent written, verbal, and interpersonal communication skills.
- Strong analytical skills and experience with reporting, metrics, and evaluation.
- Proficiency with Microsoft Office Suite and digital collaboration tools.

Skills:

- Strong clinical acumen and diagnostic skills.
- Excellent communication and interpersonal skills, with a focus on cultural humility.
- Ability to work autonomously while recognizing the boundaries of the supervisory relationship.
- Proficiency in EMR systems (e.g., PSS).

Assets:

- Fluency in a second language relevant to the local community; experience in primary care or community health.

Working Conditions:

- Clinic hours may vary depending on site, with occasional evening or weekend shifts.
- Fast-paced environment requiring adaptability and a commitment to social justice and health equity.

Why SCHC:

- A strategic commitment to organizational health, ensuring our people and culture are well supported.
- 2 weeks paid vacation
- Continuously funded training opportunities.
- Mileage expenses reimbursed at CRA recommended rate.
- A strategic commitment to Action on Equity to advance diversity, equity, inclusion and belonging utilizing an intersectional lens.

Remuneration: \$26.37 - \$29.78

Band: H

Please reply in confidence to HR: recruitment@schcontario.ca

Note: Please quote **CA-CHC** in the subject line.



This is an **existing vacancy**.

We would like to thank all applicants; only those invited to interviews will be contacted.

If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

www.schcontario.ca.

Find us on Social Media: [Facebook](#) – [Twitter](#) - [Linked In](#) – [You Tube](#)