



Summer Student Job Opportunity

Position: Health Information Management Technician **Work Hours:** 30 hrs. per week (9 Weeks)
Salary & Benefits: \$14 per hour **Application Deadline:** June 15, 2020

Living Water Counselling Centre (LWCC) is a professional counseling organization founded by Chinese Christian medical professionals who are driven by the love of Christ to serve community. Since 1986, LWCC has been serving the Chinese immigrant community in the GTA by providing individual, marriage and family with psychotherapy, psycho-education, training and spiritual formation.

This position is funded by Canada Summer Jobs and requires that applicants must be:

- between 15 and 30 years of age
- Canadian citizens or permanent residents or have official refugee protection status under the Immigration and Refugee Protection Act (foreign students are not eligible)
- Legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations

What are we looking for in a successful candidate?

1. Positively embrace LWCC's vision, mission, organization statements of faith and values
2. Proven to be self-initiative, self-reflective, creative, flexible and able to work independently along in a dynamic, changing environment and multi-disciplinary team
3. Excellent interpersonal skills and positive attitude to work effectively and collaboratively with other organizational teams and stakeholders
4. Flexible, evening, weekend working hours or off-site work as required in a non-profit organizational setting
5. Provide support to the Centre's special events, fundraising activities and promotional activities to increase visibility and to engage community
6. Ability to maintain confidentiality and work with sensitive information
7. Excellent communication skills in spoken and written English and Chinese
8. In-depth knowledge of Microsoft Windows, Office, social media and other related health care software experience.

Major Responsibilities:

1. To assist LWCC explore suitable client database for programs, services and reports.
2. To assist our centre to move towards digital and automation with client database and video counselling features.
3. To help LWCC's e-communication and social media platform arrangements.
4. To provide training and orientation for using new software to manage client database and video counselling.
5. To assist organizing new website design.

Qualifications:

- Post secondary and students majoring in public health, communication, information and technology, counselling, with strong interests in information and technology field or relevant
- Knowledge of social media, webpage design, information and technology experiences in working with Chinese immigrant churches and community
- Proficient in writing English and Chinese, must speaking fluent Cantonese and/or Mandarin

We encourage applications from newcomers to Canada, individuals of a visible minority to apply. Please email resume to LivingWaterCC.HR@gmail.com (Human Resources)

LWCC thanks all applicants, however, only those selected for an interview will be contacted