

Career in University Health Network

Updated on August 26, 2011

Resource: <http://www.uhn.ca>

Available positions include:

- **Contract Specialist/Legal Clerk**
- **Administrative Assistant III**
- **Nutrition Aide, Food Delivery**
- **Clerical Assistant II, Hyperbaric Medicine**
- **Call Centre Representative**

Contract Specialist/Legal Clerk - Toronto, Ontario

Apply online:

<https://www.recruitingite.com/csbsites/uhncareers/JobDescription.asp?SiteID=10031&JobNumber=658515>

CLOSING DATE: September 10, 2011

JOB POSTING # 658515

Position: BUSINESS DEVELOPMENT OFFICER/CONTRACT SPECIALIST
Site: MaRS
Department: TECHNOLOGY DEVELOPMENT AND COMMERCIALIZATION
Salary Range: \$38.55 (minimum) - \$48.19 (midpoint)
Status: PERMANENT PART-TIME

Research at University Health Network (UHN) has a tradition of innovative medical discoveries that have profoundly altered the lives of millions of people worldwide. The mission of the Research Institutes at UHN is to continue and enhance this tradition. Our twin goals are scientific excellence and clinical impact.

UHN emerged from the merger of three academic hospitals and their research institutes:

- Toronto General Research Institute, Toronto General Hospital
- Toronto Western Research Institute, Toronto Western Hospital, and
- Ontario Cancer Institute (including the Advanced Medical Discovery Institute and The Campbell Family Institute for Breast Cancer Research), Princess Margaret Hospital

Fully affiliated with the University of Toronto and home to members of the Faculties of Medicine, Nursing, Engineering and Arts and Science, University Health Network is one of Canada's largest hospital-based research centres.

With 468 principal investigators, 770 fellows, trainees and students and 996 technical, administrative and support staff, we are one of the University of Toronto's major teaching hospitals. Combining research excellence with state-of-the-art infrastructure, UHN is investing heavily in strategic research platforms. We are developing research capacity in areas such as eHealth, informatics, genomics, proteomics, clinical technologies, and clinical studies to



drive investigations into human biology and health care now and into the future.

University Health Network (UHN), one of Canada's largest medical research organizations, has an opportunity for an experienced contracts specialist in its Technology Development & Commercialization Office. Reporting to the Deputy Director and Legal Counsel, the individual will review and negotiate a variety of legal agreements such as confidentiality, material transfer, inter-institutional and other research-related agreements.

QUALIFICATIONS

- Paralegal or legal certification
- Advanced degrees in science, business or law are a strong asset
- Experience in negotiating, drafting and reviewing legal documents
- Effective organizational, interpersonal, and communication skills
- Client service oriented, with the ability to effectively work with diversity and appreciate that people with different opinions, backgrounds and characteristics bring richness to the challenge or situation at hand
- The candidate should demonstrate excellent judgement, communication, negotiation and interpersonal skills.

Additional qualifications:

- Technology transfer in a university, hospital or industry setting
- Start-up or early stage companies
- Pharmaceutical, biotechnology or healthcare industries, particularly in technology transfer or product development
- Venture Capital investment
- Intellectual property protection and/or management
- Provision of Paralegal or Legal Services

POSTED DATE: August 24, 2011 **CLOSING DATE: September 10, 2011**

University Health Network thanks all applicants, however, only those selected for an interview will be contacted.

University Health Network has a diverse workforce and is an equal opportunity employer. Improving the patient's experience through patient centered care! For additional information on patient centered care please go to: www.nrcpicker.com

Administrative Assistant III, - Toronto, Ontario

JOB POSTING # 655057

Position: ADMINISTRATIVE ASSISTANT III

Site: MaRS - Heritage Building

Department: TECHNOLOGY DEVELOPMENT & COMMERCIALIZATION

Reports to: DIRECTOR

Salary Range: \$39,803 (minimum) - \$49,741(midpoint)

Status: **PERMANENT FULL-TIME**

Apply online:

<https://www.recruiting site.com/csbsites/uhncareers/JobDescription.asp?SiteID=10031&JobNumber=655057>

The Administrative Assistant exercises judgment and independence to provide complex secretarial and administrative support services to senior professional personnel, including:

- Co-ordinating and maintaining written and/or electronic calendar/schedule for assigned personnel;
- Utilizing advanced functions to provide word processing/typing services to facilitate the production of complex documents/materials;
- Co-ordinating, organizing or planning meetings/events;
- ensuring efficient operation of the office;
- developing, organizing and maintaining electronic and paper information filing/retrieval methods, systems or formats;
- performing data entry into UHN's Intellectual Property database;
- performing clerical support functions;
- performing cross-functional responsibilities, as required;
- performing other duties consistent with the job classification, as assigned.

QUALIFICATIONS

- Completion of relevant post secondary education
- Related secretarial support experience in a Technology Transfer Office
- Previous on-the job computer/word-processing, and spreadsheet software experience, in a Microsoft Office environment, including Excel, Word and PowerPoint, and internet searches
- Previous on-the job experience with an Intellectual Property database
- Excellent organizational and time management skills
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Ability to produce high quality work in accordance with Hospital standards
- Ability to work well under pressure and use good judgment in assessing difficult situations
- Ability to maintain confidentiality
- Comprehensive knowledge of organizational/office practices, procedures and standards
- Satisfactory attendance
- Experience working in a health care environment
- Knowledge of medical and scientific terminology
- Familiarity with IP agreements (Intellectual Property Disclosures, Confidentiality Agreements, Sponsored Research Agreements, License Agreements, etc.)

POSTED DATE: August 24, 2011 CLOSING DATE: **September 31, 2011**

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Nutrition Aide, Food Delivery - Toronto, Ontario

Apply online:

<https://www.recruiting.site.com/csbsites/uhncareers/JobDescription.asp?SiteID=10031&JobNumber=659878>

CUPE JOB POSTING # 659878

Position:	Nutrition Aide, Food Delivery	REPOST: STATUS CORRECTION
Site:	Toronto Western Hospital	
Department:	Nutrition Services	
Reports To:	Supervisor	
Scale/Grade:	Level 52	
Salary Range:	\$20.38 - \$20.99 (Start rate: \$20.38 per hour in accordance with collective agreement requirements).	
Hours:	Up to 24 hours per week. Available for 3 shifts/week and alternating weekends including stat holidays.	
Status:	Temporary Part-Time	

As an integral member of the Nutrition Department, the principal responsibilities of the **NUTRITION AIDE, FOOD DELIVERY** include: preparing and stocking the nutrition centre with required items for patient meals; preparing tray add-ons, meal changes and special tube feeding; delivering food trays and snacks to patients; collecting empty trays from patient room; taking dirty food trucks to the basement; performing cross-functional duties as assigned and/or required; performing other duties consistent with the job classification, as required.

QUALIFICATIONS

- At minimum, completion of high school or recognized equivalent
- Food Handler's Certificate (on the job certification provided)
- 3 months to less than 6 months practical and related experience and/or 1 month to less than 3 months on the job training
- Ability to read/understand short notes, brief forms and memos
- Ability to do simple mathematical calculations (e.g. adding, subtracting, multiplying, dividing, etc.)
- Must be able to meet the physical demands of the job: able to lift up to 5 kg, loading, and unloading food trucks; pushing heavy food trucks during pick up and delivery of meals
- Ability to perform duties in a professional and courteous manner and produce high quality work while meeting deadlines in accordance to UHN standards
- Exercise initiative and good judgment with ability to multi-task
- Compliance with confidentiality requirements under UHN Privacy Policy
- Effective organizational, interpersonal, and communication skills
- Knowledge of applicable legislative, UHN and/or departmental policies
- Client service oriented, with the ability to effectively work with diversity and appreciate that people with different opinions, backgrounds and characteristics bring richness to the challenge or situation at hand



- May be required to work rotating shifts
- Food service worker program an asset
- Will be required to work on weekends and statutory holidays
- May be required to work at multiple areas as well as rotating shifts in emergency situations

POSTED DATE: August 25, 2011

CLOSING DATE: September 1, 2011

Jacob Yacoumidis, Staffing Advisor, Human Resources RFE 2nd Floor - Posting # 659878

For current UHN employees, only those who have successfully completed their probationary period, have a good employee record along with satisfactory attendance in accordance with UHN's attendance management program, and possess all the required experience and qualifications should apply.

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Clerical Assistant II, Hyperbaric Medicine - Toronto, Ontario

JOB POSTING # 658541

Apply online:

<https://www.recruiting site.com/csbsites/uhncareers/JobDescription.asp?SiteID=10031&JobNumber=658541>

Position: CLERICAL ASSISTANT II

Site: Toronto General Hospital

Department: Hyperbaric Medicine Unit

Reports to: Physician - Dr. Wayne Evans

Scale/Grade: A004

Salary Range: \$16.81 - \$21.01 per hour (\$21.01 is midpoint and suggested maximum hiring rate)

Commensurate with experience and consistent with UHN compensation policy

Status: Temporary Part-Time (1 year contract)

The Clerical Assistant II has opportunity to exercise judgment and decision-making in the provision of

moderately complex support services, including: performing clerical, statistical and financial processing activities; proofreading, typing/word processing and inputting data/information; providing support with the maintenance of electronic and paper information filing/retrieval methods, systems and/or formats; performing additional clerical functions, cross-functional support functions and other duties consistent with the job classification, as required.

Hyperbaric Oxygen Therapy (HBO) is the use of 100% oxygen at an increased atmospheric pressure. HBO was developed to treat victims of diving accidents. We now use it for other medical and surgical problems often for persons with diabetes and cancer survivors. As a Clerical Assistant in the Hyperbaric Medicine Unit, you will be assisting a physician with clerical duties in a clinical environment. Duties include: updating patient information; answering the telephone and relaying information appropriately; communicating with other Hospital staff, patients, family members and general public; and requisitioning medical supplies.

QUALIFICATIONS:

Completion of Grade XII or recognized equivalent

Six (6) months recent related experience

Completion of a Medical Office Assistant program or certificate is preferred

Knowledge of medical terminology is an asset

Previous on-the-job computer/word processing, database software experience required. Experience in a Microsoft Office software environment preferred

Typing speed of 50 wpm is an asset

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 processes, procedures and standards

Experience working in a health care environment preferred

POSTED DATE: July 27, 2011 ~ will remain open till filled...

Posting # 658541

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Call Centre Representative - Toronto, Ontario

(JOB POSTING #655848)

Position: CALL CENTRE REPRESENTATIVE

Apply online:

<https://www.recruitingite.com/csbsites/uhncareers/JobDescription.asp?SiteID=10031&JobNumber=655848>

Site: LABORATORY MEDICINE PROGRAM, (LMP) TORONTO GENERAL HOSPITAL

Department: CALL CENTRE - LABORATORY MEDICINE PROGRAM

Reports to: MANAGER

Scale/Grade: A004

Salary Range: \$16.81 - \$21.01 per hour (\$21.01 midpoint and suggested maximum hiring rate)

Hours: 15 HOURS PER 2 WEEKS - ALL SHIFTS

Status: PERMANENT PART-TIME

Call Centre representatives are the first point of contact for hundreds of Laboratory Medicine Program (LMP) clients on a daily basis. This experience with the call centre establishes the client's impression of and confidence in LMP. As an integral member of the LMP Call Centre team, representatives provide exemplary client support including inquiries for all LMP departments, data base searches and maintenance, report

handling for the various LMP clients including: UHN home hospitals and all external clients and quality management. Must provide fast, accurate, pleasant and professional customer service to LMP staff and clients over the telephone. Understands and uses all aspects of the laboratory reporting system, including sending reports to remote printers, faxing and via courier. Maintains strict confidentiality according to UHN guidelines. Adheres to policies and procedures related to report handling and is responsible for the distribution of reports as well as the transcription of referred-out test results into the LMP LIS system. The LMP call centre representative will also generate database searches for specific test results and order “add-on” tests in the LIS. The representative will be responsible for communicating to the various laboratories when necessary and in turn telephoning critical value results within 5 minutes of availability. There must be an ability to search and maintain the LMP Internet Web site database menu to provide specimen requirements to clients. The Call Centre will operate as an administrative service reporting to the Client Operations Manager.

QUALIFICATIONS

- Completion of Grade XII or recognized equivalent
- Training in data entry, telephone techniques preferred
- Two (2) years related customer service experience
- Computer/work processing, database and spreadsheet software experience
- Excellent interpersonal and customer service skills
- Must be able to communicate effectively over the telephone; pleasant telephone manner and attitude
- Excellent verbal and written communication skills with the ability to be emphatic and tactful
- Ability to troubleshoot and resolve clinic/client/customer problems in a diplomatic manner
- Excellent organizational and time management skills
- Knowledge of applicable Hospital and departmental policies, procedures, guidelines, protocols and practices
- Ability to anticipate and tune – in to customer’s unique needs
- Ability to be consistent and display a positive/helpful attitude
- Ability to work under pressure and use good judgment
- Flexibility required to keep pace with an ever-changing environment
- Strong telephone/customer service focus
- Completion of a recognized post-secondary Office Administration certificate or customer service program, preferred.
- Microsoft Office environment preferred
- Medical subject knowledge preferred
- Experience working in a health care environment as asset
- Knowledge of laboratory terminology and procedures an asset

POSTED DATE: AUGUST 3, 2011

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