



EXTERNAL Posting ID: #2026-025
Birth Centre Assistant

About Women's Health Clinic

WHC promotes personal agency and believes that all people should be empowered to take care of their mental, emotional, sexual, physical and spiritual health and wellbeing. We offer sexual, reproductive, and mental health care and support for people of all genders. Our organizational values guide our work through an anti-racist, anti-oppressive, intersectional, feminist, harm reduction lens. To learn more about WHC please visit our website:

<https://womenshealthclinic.org>.

Position Summary:

To provide program and client service support functions in accordance with WHC policies and procedures to maintain consistent and high-quality programs and services. Hours of work may include day, evening, weekend and on-call hours. There are some designated bilingual positions that require proficiency in listening and speaking in both official languages (French and English).

Primary Responsibilities:

- Conduct brief assessments to intake clients and enter client information into the Electronic Medical Record (EMR) in conjunction with EChart
- Provide clinical support to practitioners (physicians, nurses, nurse practitioners, midwives) by completing tasks and document management in the EMR
- Prepare and clean clinical areas, group and counselling rooms before and after each client/group
- Clean and maintain clinical equipment and instruments while complying with all infection control and health and safety guidelines
- Process laboratory specimens and perform pregnancy tests (as a delegated function from a medical practitioner) while complying with all infection control and health and safety guidelines
- Handle and dispose of blood, bodily fluids and medical waste (urine, feces, vomit, products of conception and placentas) while complying with all infection control and health and safety guidelines
- Provide on-call clinical services support evenings, weekends and overnight (if required)

Qualifications and Requirements:

- The ideal candidate is a self-motivated, organized and detail-oriented individual. The successful candidate will possess excellent analytical, verbal and written communication skills and be able to work to strict deadlines while contributing to a professional working environment
- Completion of high school or equivalent program of studies
- Must be legally able to work in Canada
- Satisfactory Criminal Record check with vulnerable sector search, Child Abuse and Adult Abuse Registry check

Assets:

- Proficiency in both official languages or other languages
- Knowledge of barriers that affect 2SLGBTQIA+ & BIPOC communities accessing health care
- Commitment to anti-oppressive and anti-racist work practices

Anticipated Shifts: Days/Evenings/Nights/Weekends

EFT/Hours: 2 positions available – One 0.50 EFT (20 Hours plus 2 on call shifts per pay period) & One Casual.

Posting Date: : August 7, 2026

Posting Closed: August 21, 2026

Salary Range: \$21.081 to \$24.364/hour

Union and Site: CUPE F / Women's Health Clinic Ode'imin

How to apply: Please reference *Job Posting #2026-025* in the email subject line and submit your cover letter and resume (PDF or Word Document) to WHChr@womenshealthclinic.org

- ❖ At Women's Health Clinic we value our employees' potential, motivation to learn, growth and contributions. If your experience or education doesn't align perfectly with every qualification, we encourage you to apply anyways!
- ❖ To ensure an inclusive recruitment process, accommodations are provided for applicants with disabilities upon request. Please know that you are welcome to request an accommodation at any point in the process. All information received regarding accommodations will be kept confidential.
- ❖ WHC is committed to the development of a team that reflects the diversity of the communities we serve. We welcome and encourage applications from all women*, racialized and Indigenous people, people with disabilities, and members of the 2SLGBTQ* community.