

Student Wellness Centre Healthcare Assistant Peer Helper Position Description

Position Title: Healthcare Assistant Peer Helper
Department: Student Wellness Centre
Term: 2024/25 Academic Year
10-Number of Positions: 10 - 15
Hours: 2 hours/week
Length of Position: September 2024– April 2025

This is a competitive student leadership volunteer opportunity open to all University of Calgary students.

POSITION DESCRIPTION

Reporting to the Volunteer Coordinator/Department Coordinator, this position provides support to the health services within the Wellness Centre. Students interested in returning to the Wellness Centre for subsequent years will be given preference. Filling exam rooms, taking height/weight on specific patients, tidying exam rooms, stocking supplies throughout clinic (offices, exam rooms, procedure rooms)

- x Assisting with clerical support as necessary (stamping requisitions, photocopying patient teaching sheets, etc.)
- x Other duties as assigned

QUALIFICATIONS:

- x Independent thinker with strong initiative to complete tasks with minimal direction
Demonstrated professionalism, maturity and good judgment
- x Comfortable with approaching and connecting with other students
- x Demonstrated professionalism, maturity and good judgment.
- x Excellent oral and written communication skills.
- x Proficiency in Microsoft Word, Excel and PowerPoint (or Pages and Keynote); and
- x Have experience working with student groups.
- x

