

Advice of Position Vacancy

Date:	July 11, 2025
Position Title:	Administration Officer – Clinical Programs
Department:	Residence
Reports To:	Director of Campus of Care
Status:	Temporary full time (35 hours per week approximately for 2 – 3 months)
Hourly Rate:	\$30.05
Closing date:	Position remains open until filled. Please send your cover letter and resume to humanresources@drpeter.org

About the Dr. Peter Centre

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, substance use, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We are currently looking for a Temporary full time Administration Officer – Clinical programs who can work 35 hours per week **approximately for 2 – 3 months** to join our Residence Team.

Position Summary

Under the direction of the Director of Campus of Care, the Administration Officer– Clinical Programs provides support for the operation of the Clinical Programs which include a Licensed Care Residence, a Day Health Program and an Enhanced Supportive Housing Program.



Key Responsibilities

The Administration Officer – Clinical Programs is responsible for:

- Processing the admissions and discharges for clinical programs; providing occupancy activity reports for the finance department;
- Maintaining the client health records which includes retrieving consultation reports, archiving and off-site storage and ensuring record confidentiality;
- Purchasing and inventory management of medical supplies and equipment;
- Liaising with medical supply vendors and consultants;
- Assisting the clinical program managers in the maintenance of staffing schedules;
- Participating in the scheduler on-call rotation;
- Maintaining resident trust fund record in accordance to the standard financial operating protocols;
- Covering reception during breaks or unplanned absences; and
- Performing other related duties as required.

Education, Qualifications and Experience

The preferred education, qualifications and experience of the Administration Officer – Clinical Programs are:

- Medical Office Assistant Certification or equivalent training and/or experience;
- Minimum of two(2) years' experience in an Administration Assistant, Office Assistant, Office Administrator role;
- Knowledge of medical supplies and equipment;
- Knowledge of Client Record management – paper and electronic;
- Proficient computer skills, specifically Microsoft Office Suite and data entry;
- Proficient with all office equipment, e.g. telephones, printers and scanners;
- Experience with sourcing, purchasing and managing inventories; and
- Experience in a health care setting.

General Working Conditions

This position is a temporary full time (35 hours per week approximately for 2 – 3 months) position that requires flexibility and the ability to prioritize workload, and the ability to work in a fast-paced environment where demands and deadlines may change with short notice. Multitasking and flexibility is a must in order to meet deadlines, and to support many operational functions/activities that may occur concurrently or without



Dr. Peter Centre

notice. Evening and weekend work may be required.

If you have suitable qualifications and experience for this position, please send your **cover letter and resume** to humanresources@drpeter.org

Note: We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.