

# Next-Steps Employment Centres

## Job Order Posting

<b>Posting Date:</b> October 29, 2018	<b>Application Deadline:</b> November 30, 2018
<b>Company Information:</b>	
<b>Type of Industry:</b> Health Care Services	
<b>Nearest Major Intersection:</b> Mississauga road and Erin Mills Parkway	
<b>Position Description:</b>	
<b>Position Title:</b> Client Care Coordinator	<b>Number of Position(s) Available:</b> 1
<b>Hours of Work:</b> 35-40 hours Shift Work	<b>Type of Work:</b> Part-time  <b>Rate of Pay:</b> \$16- \$18/hr
<b>Summary of Duties:</b> <ul style="list-style-type: none"> <li>Scheduling, filing, admin work, hiring, training and weekends on call duties</li> </ul>	
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>Medical office diploma</li> <li>Previous experience of at least 2 years</li> <li>Willing to work on calls during alternate weekends and three nights per week</li> </ul>	
<b>Other Information</b> <ul style="list-style-type: none"> <li>Canadian citizen or permanent resident</li> <li>Valid vulnerable sector check</li> </ul>	
<b>How to apply:</b> <ul style="list-style-type: none"> <li>Please submit resume to: <a href="mailto:nsec-mississaugameadowvale@tdsb.on.ca">nsec-mississaugameadowvale@tdsb.on.ca</a></li> <li>Please quote Job Order Number on subject line.</li> <li>We thank all interested candidates but only those who meet the employer criteria will be contacted.</li> </ul>	
<b>TO BE COMPLETED BY NEXT-STEPS STAFF:</b>	
<b>Job Order Number:</b>	<b>BR-61</b>
<b>NAICS Code:</b>	<b>NOC Code:</b>
<b>NSEC Location:</b> <a href="#">Mississauga Meadowvale</a>	<b>NSEC Contact Person info:</b> <a href="#">Job Developer</a>