

Job Description

Job title	Health Care Assistant (Canada Summer Jobs / 30 hours per week)
Reports to	Health Services Manager

About 105 Gibson Centre

[105 Gibson Centre](#) is a faith-based community care centre, established by the [Toronto Christian Community Church](#) (TCCC) in 2013. Striving towards equity, belonging and wholeness, our vision is to be good neighbours who provide hope in God, transforming people by building an inclusive, caring and engaged community together with local partners. Our mission is to serve the local and those in need, and to share with them the compassion and hope of Jesus (Luke 4:18, Micah 6:8).

Position Description

\$17.20 per hour, 30 hours per week, total of 10 weeks. Start date: June 16, 2025.

The Health Services Assistant will work under the supervision of the Health Services Coordinator to support the delivery of multidisciplinary health programs at 105 Gibson. This role involves assisting with wellness station activities, promoting health services through various communication channels, preparing for the September wellness event, and contributing to the optimization of service logistics and quality. The position will also support accessibility efforts by providing translation services and offering administrative assistance across multiple health service areas.

Key Responsibilities:

1. Social Media Promotion - Collaborate with the marketing team to promote health services online.
2. Event Support - Assist in planning and running the September wellness event.
3. Service Improvement - Support initiatives to streamline logistics and improve service quality.
4. Translation - Provide English-to-Cantonese translations for clients as needed.
5. Administrative Support - Assist with scheduling, records management, and operations across programs, including massage therapy, counseling, and behavioral services.

This position is funded by the Government of Canada - Canada Summer Jobs program.

To apply for this job, you must:

- Be aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

International students and other temporary residents of Canada are not eligible.

Application

Interested candidates are asked to submit a detailed resume outlining their qualifications and experience to:

Human Resources
105 Gibson Centre
105 Gibson Drive, Markham, L3R3K7
Email: hradmin@105gibson.com

Deadline for applications: May 31, 2025

We thank all applicants, however, only those considered for an interview will be contacted.