

COOPERATIVE EDUCATION

NEW PLACEMENT INFORMATION



Company Name: LOCOCO WELLNESS PROGRAM

Address: 2200 RYMAL RD E City: HANNON Postal code: L0R 1P0

Name of Contact Person(s): Jennifer Jacobucci

Telephone: 905 692 8500 Fax: 905 692 8501 E-mail: info@lococowellness
clinic.ca

Co-op Job / Placement Title: Office assistant

Number of Placements Available: ①

Semester 1 (Sept. – Jan.)

☐ am

☐ pm

☐ either

☐ all-day

Semester 2 (Feb. – June)

☐ am

☒ pm

☐ either

☐ all-day

Summer Co-op (July - August):

☒ ALL DAY

Hours (and days) of Work: open @ 11am. 4HRS/DAY 12-4pm

Will the student be paid a wage or given an honourarium?

Yes ☐

No ☒

Job Synopsis and Tasks (Observed and/or performed by the Co-op Student):

filing, paperwork.

customer service (interacting w/ patients)

cleaning / disinfecting office

preparing clinic for patients

working closely w/ current office assistant

Job Requirements (Skills, Personal Qualities): (or skillsets they want to work on)

outgoing

open to learning

personable

organized

Do you employ apprentices or any certified trades?

Yes ☐

No ☒

Would you be willing to have students come in for short term (approx. 2 weeks) Work Experience?

Yes ☒ No ☐

Is it okay for Co-op teachers to contact you directly?

Yes ☒

No ☐

I'd rather be contacted by the HWDSB Central office

Yes ☐

No ☐

An OAP student is any student taking part in Co-op in an "Apprenticeable" occupation

The Hamilton-Wentworth District School Board

Completed forms can be e-mailed to: ngodwald@hwdsb.on.ca or faxed to (289) 674-0409