

COOPERATIVE EDUCATION

NEW PLACEMENT INFORMATION



Company Name: West End Physiotherapy
 Address: 10 Ewen Road City: Hamilton Postal code: L8S 3C4
 Name of Contact Person(s): Jennifer Boyle
 Telephone: 905-527-5111 Fax: 905-527-5110 E-mail: jennifer@dsdmgmt.com

Co-op Job / Placement Title: Health Clinic Administration/ Assisting Clinicians

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: Mon- 8-7 Tues. 8-2 Wed. 8-7 Thurs. 8-5 Fri. 8-2

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):

Administrative Tasks: filing, faxing, date stamping medical charts, prepping patient charts, answering phones

Assisting Clinicians: cleaning beds, wiping down exercise equipment, laundry, bringing ice & heating packs to patients, monitoring/shadowing clinicians for patient exercises, shadowing and helping physiotherapist

Job Requirements (Skills, Personal Qualities):

Friendly personality, Organized, Good time management, Communication skills, Team Building, Attention to detail, Dependable & Prompt, Good phone skills, Interested in health care and physical rehabilitation.

**We have several clinics in the HWDSB area - and this co-op work experience may be available in other clinics. Our list of associated clinics is listed on our website: www.westendphysio.ca

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 OSAP 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