

Casual Relief Clerk



What do you like best about your job?

I just love the variety of the work I do! I meet new people and learn new skills almost every day!

Describe your typical day?

One of the reasons I like my job so much is that every day is different. I might be working at clinic reception greeting clients, answering the phones in dental, assisting with administrative duties at Paramedic Services or doing data entry in the Vaccine Preventable Disease program. I like to say this job is like a box of chocolates. Every day is different!

How are you making a difference?

I feel that I make difference because I try to go the extra mile to assist clients and colleagues every day. Customer service is key.

What do you like about working or living in Waterloo Region?

Our family, including my husband, and our two children, moved to Cambridge in 1988. We love the beautiful tree lined streets and the heritage buildings. We are able to walk to schools, shopping and the library. Working in the Region helps keep me connected to my community.

Why did you choose to work for Region of Waterloo Public Health and Emergency Services?

I was looking for a change after working as a Legal Secretary for many years, so I went searching for something different. The variety and flexibility of the Relief Clerk position at the Region attracted me as well as the chance to serve the public.



What would you tell someone considering a career in Public Health and Emergency Services?

Waterloo Region Public Health and Emergency Services is a very positive and supportive working environment and provides many opportunities for continuing education. A happy place to work!

Areas you could work in:

- Central Resources
- Child and Family Health
- Paramedic Services
- Health Protection and Investigation
- Healthy Living
- Infectious Diseases, Dental and Sexual Health

Qualifications you need:

- Grade 12 diploma plus two years of related office experience or an equivalent combination of education and experience
- Computer skills
- Customer service skills

Wage/salary range:

- \$21.71 to \$24.67 hourly (2015 rates)

Related Positions at Public Health:

- Administrative Assistant
- Clerk II Dental
- Clerk III (Central Resources)
- Dental CINOT/OW Assistant
- Information Assistant
- Library Assistant
- Library Technician
- Program Assistant
- Resource Inventory Assistant



Region of Waterloo Public Health and Emergency Services

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www.regionofwaterloo.ca/ph

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