



Position Title: Summer Student – Medical Office Secretary-Receptionist
Competition file number: 2026.04.17 -SS Medical Office Secretary-Receptionist
Department: Facilities
Reports to: Facilities Supervisor
Job type: Contract
Hours of work: 37.5 hours / week (June- September 2026)
Location: In Person - Providence Village, 1200 Princess St., Kingston, Ontario
Compensation: \$17.20/hour plus 4% in lieu of vacation
Closing date: When filled or May 8 2026

Summer Student – Medical Office Secretary-Receptionist

The Medical Office Secretary-Receptionist Summer Student provides administrative and operational support for our nursing team providing support with development, editing, and organization of educational and procedural materials. This role is ideal for a student with strong communication skills and an interest in healthcare, education, or knowledge management.

About PVI

Providence Village is an independent not-for-profit charitable organization that is building a community hub. Providence Village supports the retirement living and care of the Sisters in residence, and is developing the buildings and grounds to realize the vision of a neighbourhood of people helping people.

Providence Village is both a home and a welcoming community where our partners provide complementary care and services to support the health and wellness needs of people living in Kingston, Frontenac, Lennox and Addington access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

What We Offer

At Providence Village, you'll be part of a mission-driven workplace where your work makes a meaningful impact in our community. Our values of compassion, integrity, inclusion, stewardship and collaboration guide everything we do, from establishing partnerships to developing employees.

Our team is committed to driving positive change in the community we serve

- We believe that an equitable workplace fosters innovation, collaboration and success.
- We are located in a beautiful historic property in Kingston, Ontario with accessible green spaces.

Working Conditions



All positions are in-person, working at our location at 1200 Princess Street in Kingston, Ontario.

To protect the health and wellness of our residents and staff, all employees must be fully vaccinated against communicable diseases as outlined in the Canadian Immunization Guide.

Position Summary

Under the supervision of the Director of Care, this role supports the creation, editing, organization, and upkeep of training and educational documentation by collaborating with staff to ensure materials are accurate, clear, and up to date. It requires a detail-oriented post-secondary student with strong writing and organizational skills, proficiency in office productivity tools, and the ability to work both independently and collaboratively in a healthcare environment.

Responsibilities:

- Assist in creating, formatting, and updating training manuals, process guides, and educational resource for Clinical employees
- Collaborate with staff to gather content and ensure documentation reflects current practices.
- Edit and proofread materials for clarity, consistency, and accuracy.
- Organize and maintain digital documentation libraries.
- Support the implementation of new documentation systems or tools as needed.

Qualifications:

- Must be enrolled in full-time post-secondary school program in September to be eligible for Summer Student role. (e.g., Health Sciences, Communications, Education, or a related field).
- Working knowledge of IPAC requirements and standards
- Strong written, communication and editing skills.
- Proficiency in Microsoft Office and/or Google Workspace.
- Detail-oriented with strong organizational skills.
- Ability to work independently and collaboratively in a healthcare.
- Up to date vaccinations required
- Valid criminal background check
- Satisfactory References.

How to apply

Interested candidates should submit a cover letter and resume (PDF format) to careers@providencevillage.ca by 11am on May 8, 2026 indicating the competition file above.



Please inform us of any accommodations so we can ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act at any stage in the recruitment process.

We celebrate the unique qualities, perspectives and experiences of each team member. As Providence Village grows, we are committed to cultivating an environment where everyone feels valued, respected and empowered to contribute their skills and ideas. We encourage applications from candidates of all backgrounds, identities and life experiences. We believe that an equitable workplace fosters innovation, collaboration and success.

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