

## PQCHC – JOB POSTING

**PQCHC is an equal opportunity employer and values diversity in its workforce.**

**If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.**

<b>JOB TITLE:</b>	Program Facilitator of Tutoring	<b>JOB #:</b>	<b>2018-0065</b>
<b>Status:</b>	Part-Time Contract from September 10, 2018 until June 27, 2019	<b>Hours:</b>	19.5 hrs/week
<b>Benefits and eligibility:</b>	4% in lieu of vacation	<b>Pay scale:</b>	\$24.156-28.419/hour
<b>Application deadline:</b>	Friday August 10, 2018 at 12pm		

- **Candidates must be available to work Monday to Thursday evenings from 3pm-8pm and participate in a weekly meeting starting at 2pm**
- **All interviews will be held the week of August 13-17**

### Job Summary

The Program Facilitator, Tutoring works closely with the Team Supervisor/Tutoring and Volunteers to set-up the tutoring sites, monitor tutoring sessions and support volunteer tutors.

### Job Specific Responsibilities

#### Tutoring

- Under the direction of the Coordinator of Tutoring, contribute to volunteer recruitment, screening, orientation and training.
- Assist in compiling and maintaining resources, including text books, school supplies and relevant software, for the tutoring sites.
- Provide supervision and support to volunteers during tutoring sessions, and provide tutoring cover-off if required.
- Identify indicators of tutoring success/difficulties and provide support and re-direction as needed to ensure that student needs are being met.
- Work with other members of the tutoring team to ensure a safe and secure learning environment for students during tutoring sessions (behavior management, ensuring that emergency exits are clear, managing the flow of people in and out of the space to ensure no unauthorized access, etc).

#### Administration and Team Work

- Daily use of Communication log for ongoing SPSW and PF communication regarding student attending tutoring.
- Participate in regular team and sub-team meetings to ensure that there is strong collaboration between and among all Pathways staff and program components.
- In collaboration with other Pathways staff, participate in ongoing program evaluation and program development efforts, including the development of workshops and specialized activities designed to meet the needs of Pathways students and parents.
- Maintain knowledge of high school curriculum changes and challenges.
- Other tasks as assigned, from time to time.

### Qualifications

#### HUMAN RESOURCES

**Pincrest-Queensway Community Health Centre**

**1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7**

**Fax: 613-288-3407 email: [hr@pqchc.com](mailto:hr@pqchc.com)** (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.

**Education**

- University degree in education or social work, or an equivalent combination of education and experience

**Professional Experience**

- Experience working with high school age youth from diverse backgrounds.
- Experience planning and delivering successful informal programming for youth.
- Experience working in partnership arrangements.

**Key Competencies**

- Knowledge of Ontario secondary school curriculum and challenges, including knowledge of approaches to providing support to youth with special educational challenges and needs.
- An understanding of the barriers and challenges faced by youth in culturally diverse, low-income communities.
- Knowledge of, and experience with, informal individual counseling techniques and mentorship.
- An understanding of group dynamics and experience facilitating cultural diverse groups of youth and adults.
- Knowledge of community and social service resources, in particular services for youth.
- An understanding of and commitment to anti-discriminatory practices.

**Linguistic Profile (for Centres with French Language Service Designations)**

- Under the Centre's designation to provide French Language Services
- Based on New Avenues Linguistics Rating Scale: A+ (highest skill) to C- (lowest skill)
  - - French (oral expression): A (bilingual preferred)
  - - French (oral comprehension): A (bilingual preferred)
  - - French (reading comprehension): A (bilingual preferred)
- Other languages an asset

**Personal Suitability/Other Requirements**

- Strong communication and organizational skills.
- Ability to work flexible hours, including regular evening work.
- Access to a vehicle preferred.
- Bilingual (English/French) preferred.