

## 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 Assistant – Pinecrest Terrace	<b>JOB #:</b>	<b>2018-0069</b>
<b>Status:</b>	Contract from September 3 to June 28, 2019 ***Must have availability weekday afternoons and evenings.	<b>Hours:</b>	10 hrs/week (more hours may be available if funding is available)
<b>Benefits and eligibility:</b>	4% in lieu of vacation	<b>Pay scale:</b>	\$14.000 - \$15.730/hour
<b>Application deadline:</b>	Monday August 27, 2018 at 1:00pm		

### Job Summary

The Program Assistant is responsible for assisting the Community Worker with programs for children and youth in PQCHC Community Houses.

### Job Specific Responsibilities

- Outreach activities to at-risk children youth and their families.
- Assist in implementing community based programs for children and youth.
- Provides information about community resources to participants.
- Perform administrative duties related to the programs.
- Participates as an active team member in staff meetings.
- Supports Community House Coordinators, Community Workers, volunteers and participants.
- Other related duties as assigned.

### Qualifications

- Ability to work flexible hours is mandatory; position involves evenings and weekend work.
- High school diploma or 2-3 years related experience in a community setting.
- Related experience in a community setting and community programs.
- Experience working with at-risk children and youth.
- Understanding and sensitivity to poverty and minority issues.
- Fluency in English is required; fluency in Somali, Arabic or French asset; other languages desirable.

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### HUMAN RESOURCES

**Pinecrest-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.