

## 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 – Vocational Mentorship Program	<b>JOB #:</b>	<b>2017-0089</b>
<b>Status:</b>	November 13, 2017 until June 30, 2018	<b>Hours:</b>	21 hrs/week
<b>Benefits and eligibility:</b>	4% in lieu of vacation	<b>Pay scale:</b>	\$23.339 - \$27.458
<b>Application deadline:</b>	Thursday November 2, 2017 at noon		

### Job Summary

Under the ITP Mentorship Program, provide assistance with the development of the ITP vocational component.

### Job Specific Responsibilities

#### 1. Direct Client Services

- Establishes working relationships with relevant agencies/services that support client needs.
- Assists program participants to build support networks.
- In partnership with the program participant and/or relevant stakeholders, develops, reviews and monitors participant placements.
- Maintains awareness of current issues and developments in the respective field.
- Provides information and resources to program participants.
- Monitors program participant placements with employers.
- Facilitates integrated peer support model.

#### 2. Administration

- Maintains electronic/paper program participant records and protects the confidentiality of the information.
- Assists in preparation of program and promotional materials and other documents as assigned.
- Supports development of web-based curriculum for program participants.
- Ensures funder accountability and reporting requirements are met.

#### 3. Teamwork and Collaboration

- Provides resources and support to program staff pertaining to specific client issues.
- Assists in the development of program specific policies and procedures/guidelines and in the overall planning and development of the program.
- Attends and participates at team and general staff meetings as scheduled
- Participates in the evaluation component of the relevant program
- Maintains effective communication of information among internal and external stakeholders.
- Participates in staff development as appropriate to the position.

#### 4. Human Resources

- Follows established procedures for program participant screening, orientation and training, evaluation and recognition.
- Ensures accommodations for program participants are possible/made in advance of placement start date.

### 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.

## 5. Program Support

- Organizes and/or facilitates group activities, workshops and/or field trips in keeping with program guidelines.
- Assists in promotional activities and program participant recruitment/outreach.
- Ensures programming is in keeping with best practices in the field.

### Qualifications

- **Education**
  - Post-secondary education in a related field or an equivalent combination of relevant training and experience.
- **Professional Experience**
  - 3 to 5 years experience in the following areas:
    - working with individuals with disabilities and volunteers who have had challenges accessing the Canadian job market in their field of expertise
    - vocational evaluation, education, employment and social services
- **Key Competencies**
  - Extensive knowledge about accommodations and best practices in the workplace for individuals with disabilities.
  - Knowledge of programs and community resources for individuals with disabilities.
  - Understanding of current labour market trends, immigration policies, and barriers to employment for individuals with disabilities, Internationally Trained Professionals, and volunteers.
  - Project development.
  - Understanding of mentoring and volunteer management principles.
  - Training and experience with group facilitation and experiential learning principles.
- **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)
    - o - French (oral expression): A (asset)
    - o - French (oral comprehension): A (asset)
    - o - French (reading comprehension): A (asset)
  - Other languages an asset.
- **Personal Suitability/Other Requirements**
  - Proficiency in the use of computer software applications.
  - Excellent interpersonal skills and understanding of cross-cultural communication.
  - Communication skills, both oral and written, for a variety of audiences.
  - Access to a vehicle an asset.