

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.

JOB TITLE:	Program Facilitator Job Track Program	JOB #:	2018-0009
Status:	Term from March 19, 2018 until March 15, 2019	Hours:	35 hrs/week
Benefits and eligibility:	4% in lieu of vacation	Pay scale:	\$24.156 – 28.419/hour
Application deadline:	Friday February 9, 2018 at 4:00pm		

Job Summary

The Program Facilitator Job Track project facilitates group-based employment, career and life skills training and provides individualized on-going guidance and support to Job Track project participants.

Job Specific Responsibilities

- Develop promotional materials.
- Outreach to area job seekers and community groups to publicize the project
- Conducts intake process
- Establish and maintain relationships/partnerships with employer partners
- Organize and facilitate workshops focused on employment, career and life skills
- Provide practical support, guidance and resources to project participants as needed
- Monitor participant work placements through regular visits to work placement sites
- Develop specific resources to support participant learning
- Collect client information and program data as relevant to the position
- Contribute, collect and act on information using established communication systems
- Prepare recommendations with reports and research for program improvements as needed
- Works as a member of the Centre team and of the project team
- Participates in team and staff meetings and other Centre committees and activities as required

Qualifications

- Relevant college or university degree(s)
- At least 2 years experience in employment counseling, job development and employment programming
- Awareness of and sensitivity to issues facing job seekers with barriers to employment
- Experience working with diverse populations
- Proven ability to outreach to, and work well with high-job seekers and communities
- Group facilitation/adult education experience
- Experience with or knowledge of pre-apprenticeship and trades in Ontario, especially Child Development Practitioner
- Strong organizational and time management skills
- Availability for regular evening and weekend hours
- Valid driver's license and access to a vehicle

HUMAN RESOURCES

Pinecrest-Queensway Community Health Centre

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

Fax: 613-288-3407 email: 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.

- Fluency in English essential; other languages an asset