

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:	Families First – Child and Youth Liaison Worker – Bilingual Essential - Maternity Leave Cover	JOB #:	2018-0034
Status:	Term from June 4, 2018 until June 9, 2019	Hours:	35 hrs/week
Benefits and eligibility:	3% in lieu of benefits; 2 weeks leave	Pay scale:	\$26.524-31.204/hour
Application deadline:	Friday May 11, 2018 at 4:30pm		

Job Summary

The Families First *Child and Youth Liaison Worker* responds to requests from program staff for support to families with child and youth issues. This may involve direct service provision but will also involve partnership building with agencies that provide child and youth services.

Job Specific Responsibilities

- Provides resources and support to the Families First staff pertaining to child and youth issues, including parenting.
- Provides direct one-on-one support to families who are dealing with child and youth issues.
- Establishes a working relationship with agencies that support child and youth needs.
- Oversees referrals to other child and youth serving agencies.
- Maintains electronic client records and protects the confidentiality of the information
- Participates in regular chart reviews and case conferences.
- Participates in data collection and analysis as required.
- Assists in the development of procedures and guidelines for the Families First team and in the overall planning and development of the Families First program.
- Participates in information sharing within the Mental Health Services teams and other PQCHC committees and programs.
- Performs other related duties as requested

Qualifications

- Undergraduate degree in health or social science from a recognized university or an equivalent combination of education and experience.
- A minimum of three years' experience in a community-based setting with an emphasis on community outreach and working with homeless or high risk populations.
- Previous experience working with children, youth and parents, disadvantaged groups and/or victims of abuse.
- Excellent communication and interpersonal skills and sensitivity to people from diverse cultural, mental health and socio-economic backgrounds.
- Knowledge of and experience working with community resources.
- Fluency in English and French essential, other languages desirable.
- Valid driver's license and access to a vehicle required.
- Ability to work flexible hours.
- Basic computer skills.

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.