

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:	Student Parent Support Worker (Equity in Education)	JOB #:	2018-0036
Status:	Term from May 16, 2018 until December 31, 2020	Hours:	28 hrs/week
Benefits and eligibility:	Cost shared benefits; annual leave; pension option	Pay scale:	\$24.156-28.419/hour
Application deadline:	Wednesday May 9, 2018 at noon		

Job Summary

Working primarily with students in the high school years, the Student Parent Support Worker will be responsible for building relationships and facilitating ongoing communication with participating students and their families, as well as secondary school staff, community organizations and other stakeholders. This includes identifying student's and families strengths and challenges and working collaboratively with community organizations and secondary school partners to ensure students are appropriately supported both within schools and their communities. The employee is also responsible for developing and delivering programming and services including one on one career counseling and advocacy to students to support them in achieving their academic and post-secondary/employment goals.

Job Specific Responsibilities

Relationships with Students, Parents, and School and Community Partners

- Build positive and supportive relationships with the students and the families participating in the project, including becoming familiar with their strengths and capacities, as well as the barriers and challenges they face in achieving school success.
- Develop and maintain partnerships with community organizations, schools and other stakeholders to create collaborative opportunities to support participating youth in achieving school success.
- Work in partnership with community organizations, schools and other stakeholders to develop programming opportunities/workshops to meet the emerging needs of participating youth and their families.
- Refer students and families to appropriate resources including academic, social and emotional supports within the school system and in the broader community.
- Develop and deliver programming related to career and post-secondary exploration.
- Provide students with important information and support around post-secondary admissions requirements, important dates/deadlines, scholarships and OSAP applications.
- Establish and maintain relationships/partnerships with post secondary institutions.
- Keep updated on post secondary access, challenges and Ministry expectations.
- Organize group activities, field trips, resources, and student/parent presentations that support career and post-secondary planning.
- Gather, filter and disseminate information on employment, volunteer and skills development opportunities for youth that are appropriate for our students.

HUMAN RESOURCES

Pincrest-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.

- Develop and maintain partnerships with community organizations and businesses to create additional opportunities for youth.
- Organize occasional special events, speakers and field trips based on students' interests and needs related to career and educational exploration.
- Organize facilities, routines and data collection as needed in partner-led programs.

Administration and Team Work

- Participate in regular team and network meetings to ensure that there is strong collaboration among all staff/partners supporting the students.
- Help organize and facilitate opportunities for stakeholders to convene to establish cross sector, holistic and collaborative approaches of addressing the gap in educational attainment for students and the families in the neighborhoods involved in the Equity in Education project.
- Help organize facilities and routines as needed in partner-led programs.
- Participate regularly in partner led programming to connect with students as well as gain a better understanding of different programming opportunities.
- Other tasks as assigned.

Qualifications

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

- Self starter and able to work with minimal supervision. Very dependable and able to manage time effectively.
- Considering the program's focus on addressing the needs of low-income youth from diverse backgrounds and experiences, lived experience as a member of a marginalized group will be considered an asset.
- 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 meetings and workshops for culturally 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.
- Lived experience or deep understanding of the community an asset.

Linguistic Profile (for Centres with French Language Service Designations)

Under the Centre's designation to provide French Language Services

- Bilingual an asset
- Based on New Avenues Linguistics Rating Scale: A+ (highest skill) to C- (lowest skill)
 - - French (oral expression): A
 - - French (oral comprehension): A
 - - French (reading comprehension): A
 - French (written expression): A
- 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 required.