

## 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 – Employment, Skills Development and Post-Secondary	<b>JOB #:</b>	<b>2018-0039</b>
<b>Status:</b>	Permanent Full-Time	<b>Hours:</b>	35 hrs/week
<b>Benefits and eligibility:</b>	Cost shared benefits; annual leave; pension option	<b>Pay scale:</b>	\$24.156-28.419/hour
<b>Application deadline:</b>	Friday May 18, 2018 at 9:00am		

### Job Summary

The Program Facilitator (PF) - Employment and Post-Secondary has two main responsibilities: 1) the development and delivery of skills development programming and supporting students to access employment, volunteer and leadership opportunities, and 2) providing students with important information and support with post-secondary admissions requirements and processes, and helping them with financial preparations such as accessing scholarships and submitting OSAP applications. The PF- Employment and Post-Secondary is also responsible for developing and delivering programming and services including one-on-one career counseling and advocacy to students nearing their graduation year to support them in achieving their post-secondary goals. Programming may involve collaboration with internal and external partners and incorporate the support of volunteers and practicum/placement students in delivering the programming. The PF- Employment and Post-Secondary position is also the main contact for occasional Pathways Alumni support.

### Job Specific Responsibilities

- Develop and deliver employment and skills development and career and post-secondary exploration programming in coordination with other evening programming (i.e. Tutoring) and activities.
- Work closely with Pincrest-Queensway Employment Services (PQES) to coordinate the delivery of employment-related workshops and services and to identify employment and volunteer opportunities for youth
- Track program attendance and other relevant data
- Maintain effective communication with other Program staff, volunteers and other service providers working with students enrolled in the Pathways Program.
- Provide supervision and support to volunteers, and practicum/placement students.
- Gather, filter and disseminate information on employment, volunteer and skills development opportunities for youth that are appropriate for our students
- Coordinate student selection process for opportunities available to Pathways students through established partnerships
- Develop and maintain a database of community organizations, local businesses, and other groups that are able to support Pathways students with community engagement, mentorship, recreation and leadership opportunities, volunteer work, co-op placements, apprenticeships and employment.
- With the support of the Team Supervisor, Program Manager and PQES, develop and maintain partnerships with community organizations and businesses to create additional opportunities for Pathways youth in the areas identified above.

### HUMAN RESOURCES

**Pincrest-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.

- 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 and provide partners with training and orientation, where required.
- 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.
- Work with Pathways Canada on student access to earned scholarship support.
- Contribute, collect and act on information using established communication systems.
- Maintain regular communication with other Program staff and parents about each student's career planning.
- Organize occasional special events, speakers and field trips based on students' interests and needs related to career and educational exploration.

### **Administration and Team Work**

- Collect relevant information on a regular basis and enter this information into the Pathways database in a timely manner.
- Maintain accurate financial records, following agreed upon systems and processes
- Collect client information, program attendance and other data as relevant to the position.
- Participate in regular team and sub-team meetings to ensure that there is strong collaboration between and among all Pathways staff and program components.
- In collaboration with other Pathways staff, participate in ongoing program evaluation and program development efforts, including the development of specialized activities designed to meet the needs of Pathways students and parents.
- Prepare recommendations for reports and research for program improvements as needed.
- Provide support for other program activities as needed.
- Other tasks as assigned, from time to time.

### **Qualifications**

#### **Education**

- College diploma or University degree in education, social work, or recreation, career and/or employment counseling 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, especially programming focused on youth employability and skills development.
- Experience working in partnership arrangements.

#### **Key Competencies**

- An understanding of the barriers and challenges faced by youth in culturally diverse, low-income communities.
- An understanding of group dynamics and experience facilitating cultural diverse groups of youth.
- Knowledge of approaches to providing support to youth with special educational challenges and needs.
- Knowledge of the post-secondary education landscape in Ontario, including:
  - o admissions standards, procedures and deadlines,
  - o financial considerations and supports including loans, scholarships and bursaries
  - o familiarity with the various local universities, colleges and private schools
- Knowledge of the skilled trades and apprenticeship, as well as employment, skills development and other career-related opportunities available to youth.
- An understanding of and commitment to health equity and anti-discriminatory practices.

### **Linguistic Profile**

- Bilingual Essential (English/French):
  - o Based on New Avenues Linguistics Rating Scale: A+ (highest skill) to C- (lowest skill)
  - o - French (oral expression): A
  - o - French (oral comprehension): A
  - o - French (reading comprehension): A
- Other languages an asset

### **Personal Suitability/Other Requirements**

- Strong communication and organizational skills.
- Ability to work evening hours on a regular basis (4 nights a week), and occasional weekends (1 day a month)
- Ability to work autonomously and in collaboration with a team
- Strong self initiative and creativity.
- Positivity and enthusiasm for working with youth.
- Knowledge of Motivational Interviewing and Developmental Relationship Framework is an asset.