

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 Assistant, Employment Services	JOB #:	2018-0045
Status:	Summer Student (June 25, 2018 until August 17, 2018)	Hours:	30 hrs/week
Benefits and eligibility:	4% in lieu of vacation	Pay scale:	\$14.50/hour
Application deadline:	Friday May 18, 2018 at 4:00pm		

Job Summary

Program Assistant- Employment Services is responsible for supporting Employment Counsellors working with job seekers within the Employment Services program geared to the needs of specific target groups within the full-suite employment model. Employment Services includes the following programs: Employment Services, Canada Ontario Job Grant, and Youth Job Link.

Job Specific Responsibilities

1. Clerical:

- Assists with the preparation, organization and filing of client records including participation in client file administrative audits.
- Ensures charting related to duties follows confidentiality policies and procedures.
- Provides data entry support to Employment Services as required.
- Assists with client recalls or reminder calls.

2. Administrative

- Provides administrative support to the program team as required.

3. Teamwork and Collaboration

- Maintains effective communication of information among internal and external stakeholders
- 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 relevant program
- Participates in the internal chart audit process
- Provides support to clients of team members as needed

Qualifications

1. Education

- High School Diploma

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.

2. Professional Experience

- support/clerical experience, preferably in a human service setting.

3. Key Competencies

- Enrolled in a post-secondary education program in health, social sciences/social work or equivalent and returning to full time school in the fall.
- Between the ages of 15 years and 30 years.
- Experience in organizing.
- Experience in filing with a knowledge of classification methods including the alphabetic system.
- Experience with office equipment.
- Proficient in computer based software applications.
- Excellent proofreading skills and attention to detail.

4. 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)
 - French (oral expression): A+ (required)
 - French (oral comprehension): A+ (required)
 - French (reading comprehension): A+ (required)
- Other languages an asset

5. Personal Suitability/Other Requirements

- Communication skills, both oral and written, for a variety of audiences.
- Ability to work with detailed information over long periods of time.
- Understanding and sensitivity to poverty and minority issues.