

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 – United Sisters	JOB #:	2018-0049
Status:	Part-Time	Hours:	7.5 hrs/week
Benefits and eligibility:	4% in lieu of vacation; pension option	Pay scale:	\$14.000-15.730/hour
Application deadline:	Friday May 25, 2018 at noon		

Job Summary

The Program Assistant provides on site support to the Youth Worker.

Job Specific Responsibilities

Under the direction of the Youth Worker, the Program Assistant will:

- Facilitate the involvement of young women ages 11-14 in United Sisters programs.
- Assist young women in developing self-confidence.
- Provide an environment for young women to develop supportive relationships with peers.
- Support opportunities for skills development, such as communication, leadership and problem solving.
- Facilitate opportunities for cross-cultural communication and understanding.

Duties may include:

- Set up and clean up of weekly activities.
- Leading activities such as sports, crafts, cooking and workshops.
- Accompanying group field trips.

Qualifications

- Experience working with young women.
- College diploma or University degree in related field, or equivalent combination of education and experience.
- Fluency in English essential; ability to speak a second language an asset.
- A valid driver's license/access to a vehicle an asset.
- Available to work flexible hours (evenings and/or weekends.)

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.