

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:	Data Entry, Employment Services	JOB #:	2018-0050
Status:	Contract from June 25, 2018 – March 29, 2019	Hours:	10 hrs/week
Benefits and eligibility:	4% in lieu of vacation, HOOPP pension eligibility	Pay scale:	\$18.888-22.221/hour
Application deadline:	Wednesday May 30, 2018 at 4pm		

Job Summary

The Data Entry is responsible for providing data entry support to programs 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. Data Entry:

- Registers and provides data entry using program specific software.
- Provides data entry support to Employment Services as required.
- Ensures all data is accurate and entered on a timely basis.
- Follows procedures to ensure an accurate data collection system (i.e. forms, templates, schedules).
- Prepares reports using program-specific software.

2. Clerical:

- Provides clerical support to the program team as required.

3. Teamwork and Collaboration:

- Maintain 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.

2. Professional Experience

- 2-3 years data entry experience, preferably in a human service setting.

3. Key Competencies

- Experience dealing with the public.
- Proficient in computer based software applications.
- Ability and willingness to learn data entry software and provide technical support.
- Strong keyboarding 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.

- Ability to work with detailed information over long periods of time.
- 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+ (preferred)
 - French (oral comprehension): A+ (preferred)
 - French (reading comprehension): A+ (preferred)
- Other languages an asset.
- 5. Personal Suitability/Other Requirements**
- Communication skills, both oral and written, for a variety of audiences.