

## 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>	Community House Coordinator – Michele Heights	<b>JOB #:</b>	<b>2018-0055</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>	\$32.733-38.510/hour
<b>Application deadline:</b>	Friday June 8, 2018 at 4:00pm		

### Job Summary

- Working within the Michele Heights Community, the House Coordinator, under the direction of the House Committee, builds community house capacity, oversees house administration and assists in recruiting and supervising program staff and volunteers.
- The position conducts needs assessments, coordinates, develops, implements, monitors and evaluates programs.
- The Community House Coordinator supports the community to identify needs, build strategies and responds to address their concerns.

### Job Specific Responsibilities

#### **Perform community needs assessments and coordinates, develops, monitors and evaluates programs in response to these needs**

- Identifies the needs of the community through relationship building, needs assessments, focus groups, and community forums
- Provides ongoing management and monitoring of programs, services, and community initiatives
- Engages the community participation in identifying issues and solutions while promoting community ownership of decisions
- Acts as a resource person to and advocate for individuals, groups and the community
- Provides linkages with broader community resource base
- Provides practical assistance and referral services to clients
- Evaluates all programs and services.
- Promotes social awareness; supports the community to facilitate the formation of lobby groups and participate in city-wide coalitions.
- Promotes/advertises and informs the community on House programs and services. Works with communities to identify areas of potential conflict; assists in implementing conflict resolution methods
- Obtains services from other sources, as needed.

#### **House administration**

- Ensures upkeep of House is maintained (including maintenance, cleaning, etc.)
- Monitors Community house budget
- The House Coordinator will report to a Community House Board/Committee, usually made up of community

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### HUMAN RESOURCES

**Pinecrest-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.

members and representatives of House group users, where the number of community members is always greater than or equal to that of non-community members.

- Attends Board/House Committee meetings (as ex- officio) and in consultation with the Program Manager, provides monthly activity and financial reports.
- Assists with recruiting and placing volunteers at the Community House and provides ongoing support to volunteers at the Community House

#### **Identify and manage program resources**

- Identify and develop strategies to support local initiatives. This may include writing and developing proposals, or supporting community groups to developed proposals Researches, investigates and apply for resources.
- Supports and oversees project management including planning, conducting activities, budgeting, risk management, monitoring, and evaluating

#### **Supervision of staff, students and volunteers**

- Responsible for recruitment, orientation, developing and monitoring work plans, training, performance reviews and ongoing supervision

#### **Establish and maintain links and develop partnerships with other resources**

- Works with the Coalition of Community Houses and broad-based community networks to build capacity, and participate in advocacy and political action
- Engages local resources and all political levels to address community issues
- Participate in broad-based community planning
- Works closely with PQCHC staff resources to develop integrated strategies to resource community members

#### **Qualifications**

- Graduate degree in health or social sciences or an equivalent combination of education and significant related experience
- Three to five years experience in community development/health promotion
- Working knowledge of community development values, principles and the political process
- Experience with, and sensitivity to, minority groups, people of different ages and income groups, and an awareness of the issues that affect these groups.
- Experience in program development, implementation, monitoring and evaluation
- Proven abilities in the area of community organizing, conflict resolution, and advocacy
- Training and experience in group facilitation
- Knowledge of English essential; knowledge of French a definite asset; other languages an asset
- Valid driver's license and access to a vehicle required.
- Proficiency in computers and various software applications.