

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 – Somali Youth Support Project	JOB #:	2018-0064
Status:	1) Term from September 4 th , 2018 until December 18, 2) Term from September 4, 2018 until June 30, 2019	Hours:	1) 17.5 hrs/week 2) 10 hrs/week
Benefits and eligibility:	4% in lieu of benefits	Pay scale:	\$ 14.00-15.730
Application deadline:	Tuesday July 31, 2018 at 4:00pm		

*Interviews will take place on Wednesday August 8, 2018

Job Summary

The Program Assistant is responsible for providing support to the project, which focuses supporting the health and integration of Somali youth and their families in the west-end of Ottawa. SYSP Programs include literacy for children, youth leadership, recreation and parent support.

Job Specific Responsibilities

Direct Client Service

- Assists in program delivery
- Establishes and maintains positive and supportive relationships with children and youth
- Acts as a liaison with parents and community members
- Provides information and resources to clients/families

Program Support

- Assists in promotional activities and client recruitment/outreach
- Performs administrative functions related to the program

Teamwork and Collaboration

- Provides resources and support to program staff pertaining to specific client issues
- 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
- Maintains effective communication of information among internal and external stakeholders
- Participates in staff development as appropriate to the position.
- Works within established policies of off-site organizations where staff are housed

Qualifications

Education

- High school diploma.

Professional Experience

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.

- Experience working with Somali children, youth and families.

Key Competencies

- Knowledge of community and social service resources, in particular services for children and youth.

Linguistic Profile

- Under the Centre's designation to provide French Language Services

Language Requirements

- Somali (oral expression): essential
- Somali (oral comprehension): essential
- Somali (reading comprehension): asset

- Other languages an asset

Personal Suitability/Other Requirements

- Strong communication and organizational skills.
- Ability to work flexible hours, including regular evening work.
- Bilingual (English/Somali) essential. French an asset.