

## 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>	<b>Employment Services Team Supervisor</b>	<b>JOB #:</b>	<b>2017-0029</b>
<b>Status:</b>	Contract from May 1, 2017 – April 30, 2018 (possibility of extension)	<b>Hours:</b>	35 hours/week
<b>Benefits and eligibility:</b>	3% in lieu of extended health/dental benefits, HOOPP enrolment eligibility	<b>Pay scale:</b>	\$28.234 - \$33.216/hour
<b>Application deadline:</b>	Monday, April 10, 2017 at 4:00 pm		

### Job Summary

The Employment Program Lead is responsible for day to day operations within the Employment Services program and related administration activities as set by the funder.

### Job Specific Responsibilities

#### Financial Management and Administration

- Monitors and works within program budgets
- Ensures funder protocols and systems are in place for smooth service functioning
- Ensures routine information related to payroll, benefits, leave, are provided to finance and human resources staff for their direct reports
- Assists with the development of funding proposals and preparation of reports for funders and other stakeholders
- Responsible for ensuring that funder accountabilities are met in collaboration with the Employment Services Program Manager

#### Human Resource Management

- Supervises employment services staff including recruitment, monitoring, supervision and performance appraisals
- Assists in the coordination of team staff development activities
- Supervises students and volunteers as needed
- Consults with the Employment Services Manager on significant human resources issues

#### Program Support

- Provides leadership and direction to staff under their supervision to develop integrated strategies to address client employment needs
- Conducts outreach to, and liaises with, employers from both the non-profit and the profit sector
- Supports outreach to area communities as well as the larger city
- Maintains an awareness of current employment issues in the city
- Supports the development and implementation of Employment Services resources and systems including space and equipment requirements, data collection and record maintenance systems, client pathways, etc)
- Participates on committees and working groups as required
- Supports research initiatives as required
- Assists with the development and implementation of evaluation strategies as per funder requirements

#### Development and Maintenance of Community Contacts

- Maintains close working relationships with program partners, including employers, other employment programs, and CHC/CRC partners
- Responds to client requests and complaints
- Coordinates, administers or participates in programs in collaboration with other external organizations and networks

### HUMAN RESOURCES

#### Pincrest-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.

### **Qualifications**

- Baccalaureate degree in social work or other health or social science from a recognized university and a minimum of five years' employment/ social service experience, preferably in a community based setting
- A minimum of three years supervisory experience
- Demonstrated ability to promote and model team work
- Excellent communication and interpersonal skills
- Experience in assisting with the preparation of funding proposals and reports for funders and stakeholders
- Experience in liaising and developing partnerships with funders, partners and employers
- Fluency in English essential; other languages an asset
- Understanding of and sensitivity to diverse populations, including barriers to employment faced by low-income and racialized populations
- Group facilitation/adult education experience
- Computer skills essential (word processing, database software)
- Knowledge of issues, trends and legislation in the employment field
- Valid driver's license and access to a vehicle an asset