

## 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>Health Promoter</b>	<b>JOB #:</b>	<b>2018-0105</b>
<b>Status:</b>	Contract from January 1, 2019 – January 1, 2020	<b>Hours:</b>	35 hrs/week
<b>Benefits and eligibility:</b>	3% in lieu of Group Benefits, 2 Weeks Leave; HOOPP pension eligibility	<b>Pay scale:</b>	\$33.228-\$39.091/hour
<b>Application deadline:</b>	Sunday, December 16, 2018 at 4:00pm		

**PLEASE APPLY DIRECTLY ON OUR WEBSITE**  
[www.pqchc.com](http://www.pqchc.com)

### Job Summary

The Health Promoter takes the lead in coordination of community development and health promotion strategies across the department and supports strategic level health promotion and community development. The Health Promoter is a team leader on the Community Health Team to support evaluation, diversity and/or civic engagement.

The Health Promoter is responsible for program and project management which includes supervision and support of staff, students and volunteers as well as developing and monitoring project specific budgets. The Health Promoter conducts community needs assessments and coordinates, develops, implements, monitors and evaluates community development and health promotion programs.

### Job Specific Responsibilities

#### Community Development and Community Engagement:

- Develops and implements community development and health promotion strategies that contribute to strengthening individuals and communities.
- Engages the community with a focus on priority populations to identify issues and solutions while promoting community ownership of decisions which build resident and community capacity.
- Supports the development of community led groups with a focus on capacity building to respond to community issues.
- Conducts community needs assessments and/or research to identify and understand the community to inform planning of local initiatives and strategies.
- Acts as a resource person to community members and provides links to resident-led groups, agencies and broader community resources.
- Promotes the development of leadership and advocacy skills amongst members of the community.
- Promotes social awareness; supports the community to facilitate the formation of lobbying groups and coalitions.
- Assists in implementing conflict resolution methods and supports the coordination of crisis responses.

### 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.

**Program and Project Management:**

- Writes and develops funding proposals to respond to community identified priorities.
- Supports the development, implementation and evaluation of health promotion resources/materials.
- Supports the implementation of community development and health promotion frameworks/trends within the community and amongst centre staff.

**Human Resources:**

- Responsible for supervision, evaluation and support to direct reports within the program as per policies and procedures of the Centre.
- Oversee recruitment processes of direct reports, including hiring and onboarding.
- Provides support and assistance to volunteers and/or placement students.
- Identify and oversee staff development and training needs.
- Consults with the Community Health Services Director on significant human resources issues.

**Finance and Administration:**

- Monitors program budgets and approves routine expenditures within the approved program operating 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 to support administration.

**Evaluation:**

- Supports centre-wide data collection and reporting to inform strategic directions.
- Develops and implements evaluations as per funder requirements.
- Supports research initiatives as required.
- Maintains an awareness of current broad issues affecting the field of Health Promotion/Community Development.

**Establish and Maintain Links and develop partnership with other resources:**

- Works with the Coalition and other broad-based community networks to participate in advocacy and political action.
- Participates in broad-based community planning.
- Plays a lead role to support city wide initiatives and participates in local and regional (provincial – support for AOHC projects) organizations
- Works closely with PQCHC staff 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 age 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 use of computers and various software applications.