



Internal/External Employment Opportunity

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| Position Title: | Program Assistant – Strathcona Heights |
| Component/Team: | Community Development and Engagement |
| Status: | Permanent, 0.5 FTE Part-time (17.5 hours per week) |
| Salary Scale: | \$27,393 - \$33,004 annualized salary plus benefits, all pro-rated to Part-time status |
| Start Date: | Immediately |

Position Description:

The role of the Program Assistant-Strathcona Heights is to assist in the proper functioning of a variety of programs in Strathcona Heights. The Program Assistant-Strathcona Heights is a resource for the CDE Worker, volunteers, partners and the community at large. The Program Assistant-Strathcona-Heights provides general assistance to the CDE Worker to ensure the success of various community programs. The Program Assistant-Strathcona Heights will assist with the planning and implementation of the programs taking place in Strathcona Heights by helping to recruit and support volunteers, assist in conducting community needs assessments, promoting the programs in the community, working with partner organizations, attending monthly meetings and supporting the CDE Worker in the implementation of the programs.

Skills, Education and Experience:

Requirements for this position include:

Education and Language

- CPR certification, or willing to learn
- First Aid Training an asset
- Post-secondary degree or diploma or equivalent combination of education and experience
- Under the Centre's designation to provide French Language Services:
 - French (oral expression): Intermediate
 - French (oral comprehension): Intermediate
- Oral fluency, reading and writing ability in English
- Oral fluency, reading and writing ability in other languages an asset

Professional Experience

- Experience working in a multicultural environment
- Experience working with children, youth, older adults and families
- Experience in event planning and implementation
- Experience in community outreach and volunteer engagement



Knowledge, Skills and Abilities

- Experience working with residents of diverse backgrounds
- Understanding and sensitivity to poverty and diversity issues
- Ability to take initiative
- Ability to be proactive in diffusing potential conflict situations before they escalate
- Ability to lead a group independently
- Knowledge of community development principles
- Ability to collaborate with community volunteers, staff and partners to achieve program goals
- Experience in neighbourhoods where Good Food Initiatives are taking place is an asset

Scheduling Requirements:

- Hours of work are currently expected to be weekday afternoons, evenings and occasional weekend hours.

Reporting Relationship:

The Program Assistant reports directly to the Community Development and Engagement Coordinator

Conditions of Employment:

Hours of work will be developed in collaboration with the successful candidate to ensure a healthy work-life balance. A schedule of work will be based on the Centre's hours of operation and program requirements and may include some evenings.

An offer of employment will be conditional upon the candidate completing a criminal reference check, verification of educational requirement for this position and linguistic profile to the satisfaction of the Sandy Hill Community Health Centre.

Accommodation:

SHCHC will provide accommodation for applicants with disabilities in its recruitment process. If at any stage in the selection process you require accommodation due to disability, please let us know the nature of the required accommodation.

How to Apply:

To apply, please visit sandyhillchc.workable.com and select the appropriate job opening.

Clients of the Centre are welcome to apply. Should a client become the successful candidate, they will no longer be able to continue receiving services at Sandy Hill Community Health Centre. Assistance will be made available to find an alternative provider.

POSTING DATE: January 23, 2019

CLOSING DATE: February 6, 2019, 4:00 p.m.