

## 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>	Administrative Support – Employment Services	<b>JOB #:</b>	<b>2019-0022</b>
<b>Status:</b>	Term from March 31, 2019 until March 31, 2020	<b>Hours:</b>	35 hrs/week
<b>Benefits and eligibility:</b>	3% in lieu of benefits; annual leave; pension option	<b>Pay scale:</b>	\$19.173-22.556/hour
<b>Application deadline:</b>	Friday March 22, 2019 at noon		

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

### Job Summary

The Administrative Support is responsible for delivering employment services geared to the needs of specific target groups within the full-suite employment model. The model includes the following components: Client Service Planning and Coordination, Resource and Information, Job Search, Job Matching, Placement and Incentives, and Job Retention. More specifically, this position supports the administrative functions of the Employment Counselors.

### Job Specific Responsibilities

#### Direct Client Service

- Provides back-up support to reception staff.

#### Clerical

- Processes outgoing mail and courier packages as requested.
- Assists in maintaining the program database by entering data, generating reports, supporting analysis, and regular auditing of data integrity.
- Prepares statistical reports and documentation and maintains database.
- Maintain resource lists, log and enter client information into central database as necessary.
- Maintains a ready-to-use supply of forms required for staff or programs.

#### Administrative

- Prepares or assists in preparing reports.
- Assists in preparation of flyers, posters and other documents as assigned.
- Creates and modifies program-specific computer templates/forms as required.
- Assists with the preparation, maintenance and filing of client records including participation in client file administrative audits.
- Supports financial requirements related to RFPs, petty cash, invoice and/or casual timesheets.
- In consultation with Volunteer and Student Services, arrange for volunteer support as needed.
- Records and distributes minutes of meetings as needed.

### 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.

- Maintains filing systems.
- Draft, edit, adapt and produce routine correspondence.

### **Teamwork and Collaboration**

- Maintain effective communication of information among internal and external stakeholders
- 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
- Participates in the internal chart audit process
- Provides support to clients of team members as needed

### **Qualifications**

#### **Education**

- High School Diploma and post secondary training in office administration or related program or equivalent combination of experience and education.

#### **Professional Experience**

- 2-3 years administrative support experience, preferably in a human service setting.

### **Linguistic Profile (for Centres with French Language Service Designations)**

- Under the Centre's designation to provide French Language Services
- Based on New Avenues Linguistics Rating Scale: A+ (highest skill) to C- (lowest skill)
  - French (oral expression): B (preferred)
  - French (oral comprehension): B (preferred)
  - French (reading comprehension): B (preferred)
- Other languages an asset

### **Personal Suitability/Other Requirements**

- Communication skills, both oral and written, for a variety of audiences.