

**Pinecrest-Queensway Community Health Centre  
Centre de santé communautaire Pinecrest-Queensway**

## **JOB DESCRIPTION**

**POSITION TITLE:**                   **HOMEWORK CLUB WORKER**

**PROGRAM:**                           Community Services

**REPORTS TO:**                       Community House Coordinator

### **Job Summary**

The Homework Club Worker coordinates the delivery of the program for grade school as well as high school students, and will work under the direction of the Community House Coordinator.

### **Responsibilities**

- Promote the program and recruit volunteers/tutors as well as students
- Assist in the set-up and organization of the Homework Club
- Maintain attendance records and registration forms
- Supervise and maintain a safe-learning environment
- Participate in team meetings and communicate with parents
- Outreach to high-risk children and youth to promote community activities.
- Perform administrative duties related to the program.
- Other related duties as assigned.

### **Common Responsibilities**

- Working in a manner that preserves confidentiality and seeks to minimize risk in keeping with Privacy and Confidentiality Policies and Procedures.
- Working in a manner that incorporates health promotion and recognizes the determinants of health.
- Incorporating and strengthening collaborative and interdisciplinary teamwork.
- Respecting and valuing the diversity of communities and individuals.
- Contributing to the Centre's activities to collect, analyse and report on data and relevant information, and participate in research.
- Maintaining competence, and where applicable, a professional licence to practice.
- Supporting the Centre's student and volunteer placement programs.
- Promoting awareness of and participation in Centre activities.
- Contributing to the Centre's work by participating in meetings and committees.
- Working during both regular and extended hours of operation in locations identified by the Centre.
- Contributing to the Centre's practices of hiring, orienting and training of staff.
- Contributing to the Centre's efforts to secure and maximize resources for current and new programs, services and activities.
- Participating in the Centre's efforts to enhance its capacity through staff development.
- Working in a manner that supports the Centre's Occupational Health and Safety Policies and Procedures.

### **Qualifications**

- High school diploma or 2-3 years related experience in a community setting.
- Experience working with children and youth in a community setting.
- Understanding and sensitivity to poverty and minority issues.
- Ability to work flexible hours, including evenings and weekends.
- Fluency in English is required; other languages an asset.
- Basic computer skills required.
- Valid First Aid and CPR (level C) required.