Centre de santé communautaire
Pinecrest-Queensway
Community Health Centre

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PQCHC – JOB POSTING

JOB TITLE:	**Program Facilitator, Youth LEAD Project**	**JOB #:**	**2014-0015**
Status:	Permanent position	**Hours:**	35 hrs/week
Benefits and eligibility:	HOOPP eligibility and cost-shared extended health	**Pay scale:**	$22.994-$27.052/hour
Application deadline:	Monday, February 24, 2014 at noon		

Job Summary

The Program Facilitator Youth LEAD project facilitates group-based employment, career and life skills training and provides individualized on-going guidance and support to Youth LEAD project participants.

Job Specific Responsibilities

- Develop promotional materials.
- Outreach to area youth and community groups to publicize the project.
- Participates in group intake process.
- Establish and maintain relationships/partnerships with employer partners.
- Organize and facilitate youth-oriented workshops focused on employment, career and life skills.
- Provide practical support, guidance and resources to project participants as needed.
- Develop specific resources to support participant learning.
- Collect client information and program data as relevant to the position.
- Contribute, collect and act on information using established communication systems.
- Prepare recommendations with reports and research for program improvements as needed.
- Works as a member of the Centre team and of the project team.
- Participates in team and staff meetings and other Centre committees and activities as required.

Qualifications

- Relevant college or university degree(s).
- At least 2 years experience in employment training and/or youth work.
- Experience working in low income communities.
- Experience with, and sensitivity to youth poverty and minority issues.
- Proven ability to outreach to, and work well with high-risk youth and communities.
- Group facilitation/adult education experience.
- Experience applying equity practices and working with diverse groups of people.
- Availability for regular evening and weekend hours.
- Valid driver's license and access to a vehicle.
- Fluency in English essential; other languages an asset.

HUMAN RESOURCES
Pinecrest-Queensway Community Health Centre
1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7
Fax: 613-288-3407 email: hr@pqchc.com (Microsoft Word format only)

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Ontario's Community Health Centres
Les centres de santé communautaire en Ontario

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.