

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.

JOB TITLE:	Community Youth Worker – United Sisters	JOB #:	2017-0057
Status:	Term from August 21, 2017 until April 2, 2018	Hours:	13.5 hrs/week
Benefits and eligibility:	4% in lieu of vacation	Pay scale:	\$18.249-21.469/hour
Application deadline:	Friday August 11, 2017 at 4:00pm		

Job Summary

Plans and implements programs for girls ages 10-15 years old within a health promotion framework.

Job Specific Responsibilities

Program

- Involve participants in identifying their needs and interests.
- Create a supportive environment for young women from minority ethnic groups.
- Plan and lead program activities which develop self confidence, social and life skills of participants.
- Develop, and implement/facilitate workshops which meet the identified needs of the participants.
- Participate in the development and implementation of special projects such as babysitter training, youth conference, special outings, etc.
- Promote United Sisters program, events and special projects - outreach, flyers, etc.
- Provide information and access to community resources for participants.
- Oversee student placements, program assistants and volunteers at individual sites.

Administration

- Keep up to date records for petty cash, registration, attendance, permission forms, crisis interventions/referrals, and program evaluation.
- Participate as an active team member in project staff meetings, partner, and agency meetings as appropriate.
- Participate in placement supervision requirements.

Qualifications

- Degree or diploma in health or social services, youth and childcare worker, or equivalent combination of education and experience.
- Current First Aid/CPR.
- Training and experience in group facilitation.
- Experience working with high risk youth/young girls.
- Excellent communication skills.
- Knowledge of community resources.

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)

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.

- Fluency in English essential, French an asset, other languages desirable.
- Valid driver's license and access to a vehicle an asset.
- Ability to work flexible hours including evenings and weekends.
- Basic computer skills.