

September 1, 2020
Internal /External Job Postings: 2 General Program Assistants
(5 days per week; 35 hours total; 8 week contract)
Posting No. 2020-09

Davenport-Perth Neighbourhood and Community Health Centre (DPNCHC) is a multi-service community agency providing programs and services from early years to adults and primary health care to a diverse range of participants within a community development and health promotion perspective. **The General Program Assistant** will work with the centre staff with any program that needs assistance including Community Dining, Early Years, and assist in workplace cleaning and maintenance and Community Supports. In addition, there may be the opportunity to assist with outdoor and virtual activities with the children and youth program.

Abbreviated Responsibilities:

- Assist in the development, and implementation of After-school virtual programming, outdoor activities with the children and youth program staff,
- Assist in Community Dining Program, support in picking up/packaging and distributing meals,
- Assist in Community Supports by delivering items to vulnerable community members when needed,
- Assist in building workplace cleaning and maintenance when needed,
- Assist in Early Years program/activities and other centre program activities when needed,
- Maintain cooperative team interaction and collaborative decision-making processes,
- Plan and co-facilitate weekly support activities; assist in providing with direction, support and positive role-modelling,
- Maintain cooperative team interaction and collaborative decision-making and problem solving processes,
- Assist in Early Years program/activities and other centre program activities when needed.

Qualifications:

- Due to funder requirements applicants must be between 15-30 years of age at the start of employment; be a Canadian citizen, permanent resident, or a person to whom refugee status has been conferred; have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. In addition the applicants must be returning to school (high school post-secondary, apprenticeships after completion of the contract),
- Some work or volunteer experience assisting in the planning and implementation of activities for children and youth at DPNCHC or in the Davenport West community,
- Demonstrated ability to work effectively as a part of a team and independently; must be creative, enthusiastic, energetic and able to provide encouragement and support to program participants,
- Demonstrated knowledge of effective practices related to children and youth and understanding of issues they face,
- Demonstrated organizational and time management skills,
- Good English skills (written and oral),
- Experience working with diverse youth population in a community based setting is an asset,
- Ability to speak a second language is an asset,
- Skills related to visual/performing arts, recreation or sports is an asset,
- Living in the Davenport-Perth Neighbourhood and CHC's catchment is an asset.

Salary: \$16.00 per hour plus statutory benefits. **This position is not part of the bargaining unit.**

Contract/Hours: 35 hours per week, starting September 21 to November 13, 2020.

Submit resume and cover letter: Posting No. 2020-09 to hire@dpnchc.ca or mail to 1900 Davenport Road, Toronto, ON M6N 1B7.

Due Dates: Internal: 5:00 pm, September 10, 2020. External: 5:00 pm, September 15, 2020.

Davenport-Perth Neighbourhood and Community Health Centre encourages applications from candidates, whose background is diverse in terms of culture, race, language, religion, class and gender /sexual orientation. Reasonable accommodation or any other special needs will be provided in all parts of the hiring process. If you require any accommodation, please advise Human Resources. As a condition of employment, all prospective employees will be required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted. No phone calls please. DPNCHC is a perfume free environment.