

**Two Program Assistants (Summer Student)
Vaughan Site
Contract (35 hours per week from June 26, 2023, to Aug 18, 2023).
\$16.50 per hour**

The Vaughan Community Health Centre is a not-for-profit, community-governed organization providing primary health care, social services, and illness prevention programs primarily to the residents of the Western and Northern York Region. In particular, we serve those people experiencing barriers to accessing health care services due to culture, language, age, chronic illness, or the like. As part of the health promotion framework of our services, we work in partnership with other community-based health and social service organizations to address individual, family, and community needs.

The VCHC has expanded its primary care team in Vaughan as well as in the Northern York Region – Keswick. The objective of the expansion is to implement a direct referral system to improve access to inter-professional care by allowing non-team-based family physicians connect vulnerable (medically and socially complex) patients to services available within both sites of the VCHC (Vaughan and Keswick).

This position is to work at the Vaughan site.

POSITION SUMMARY:

The Program Assistant will assist with program promotion using digital tools and support in the planning, implementation, and delivery of the various programs for adults living with chronic conditions such as chronic diseases both virtual and in-person.

The e Program assistant will play a vital role in updating program information based on the direction of the program manager in collaboration with other the team members.

In addition, the Program Assistant will be supporting the virtual group program facilitator VCHC's Allied Healthcare Professionals. The Program Assistant will be a university student currently enrolled in a program focusing on science studies, or other programs with knowledge and aptitude for technology. As part of VCHC's Chronic Disease Team, the Program Assistant will work directly with the VCHC's priority population and will be employed in a non-profit community governed organization working in conjunction with Allied Healthcare Professionals.

RESPONSIBILITIES:

- Provide administrative support such as filing, organizing files, scanning, verifying the content is eligible and save accurately before securely shredding
- Assist with program promotion, implementation and maintenance of programs and activities

Page 1 of 4

- Assist in implementing new projects as identified and educate clients on how to use the digital tool
- Assist with the development of promotional and digital materials, create content with input from Program Coordinator.
- Assist with editing and publishing of online content, program calendar.
- Assist with research and evaluation initiatives (client surveys)
- Assist with Quality Improvement initiatives for Chronic Disease Programs
- Support CDPMP virtual programs by tracking attendance, bookings, and statistics
- Assist in special short-term projects, working closely with program coordinator as identified (for e.g., aligning program manual, creating workflow charts and other program materials as required).
- Participate in programs and other activities with the Community Partners and Chronic Disease allied healthcare staff as requested.

Skills and Qualifications:

As this position is funded by the Government of Canada, the candidate must be a youth who is;

- be between 15 and 30 years of age at the beginning of the employment period;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and;
- 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.
 - o identify with one of the following groups
- Youth with disabilities
- Black and other racialized youth
- Indigenous youth

Additional qualifications include:

- Excellent skills in Technology and Proficient in Microsoft Office (Excel, PowerPoint, and Word)
- Ability to learn fast, take direction and work independently.
- Attention to detail and complete assigned task on time
- Good customer service skills
- Volunteer or work experience in not-for-profit

INTERVIEW

The interview process will be a virtual (Zoom) interview. Candidates will be contacted regarding the interview schedule. Interviews will be conducted on a rolling basis so apply as soon as possible.

Please send your cover letter and resume by May 18, 2023

Chronic Disease Program Manager- Vaughan site

c/o Vaughan Community Health Centre

9401 Jane St. Suite 206

Vaughan, Ontario

L6A 4H7

Email: yhcjobs@vaughanchc.com

Fax: (905) 303-9444

While applications are preferred via email, you are welcome to apply by fax, or by mail.

Please include in your cover letter confirmation of the following:

To attest that you do meet the requirements from our funder (e.g. age 15-30 years and one or more of the requirements) and that you are able to provide proof of full Covid-19 vaccination (1st and 2nd dose).

Please also note:

All successful candidates will be required to complete a 2-step TB test with their primary care providers, complete a vulnerable sector check and cannot be an existing client of the Vaughan Community Health Centre.

Accommodation during the recruitment, selection, and interview processes will be provided in accordance with the Ontario Human Rights Code if needed. If you need accommodation during the hiring process, please call us at 905 303 8490 ext. 2631 to provide your contact information and a member of the hiring Committee will contact you.

Vaughan Community Health Centre is an equal opportunity employer and encourages resumes from people who are reflective of the diverse communities we serve. We are committed to excellence and hire based on merit.

We thank all candidates in advance for their interest, however, only those selected for an interview will be contacted.