

Program Assistant – Education – Summer Contract (Vaughan Site)
35 hours per week
June 10-August 2, 2024
\$17.55 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. 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 health care services. Specifically, the VCHC has implemented a direct referral system to improve access to inter-professional care by allowing non-team-based family physicians to connect vulnerable (medically and socially complex) patients to services available at the VCHC.

This position is to work at the Vaughan site.

POSITION SUMMARY:

The Program Assistant will provide administrative assistance to the Chronic Disease Prevention and Management Teams in the planning, implementation and evaluation of programs and services for adults living with chronic conditions.

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.
- 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:

This position is funded by the Government of Canada, the candidate must be a youth who:

- a) is between 15 and 30 years of age (inclusive) at the start of employment;
- b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and
- c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- d) identifies with one of the following groups that are underrepresented in the labour market, including Black and other racialized youth, Indigenous youth, 2SLGBTQI+ youth.

Additional qualifications include:

- Post-secondary level of education is preferred (e.g. College or University).
- Excellent skills in Technology and Proficient in Microsoft Office (Excel, PowerPoint, and Word).
- Ability to learn fast, take directions and work independently.
- Attention to detail and complete assigned task on time.
- Good customer service skills.
- Volunteer or work experience in not-for-profit.
- Second language, relevant to the VCHC demographic area is an asset.

Interviews will occur on rolling basis; please apply as soon as you can.

Successful candidates must undergo a Vulnerable Sector Screening reference check to the satisfaction of the Vaughan Community Health Centre. Proof of full Covid-19 vaccination (1st and 2nd dose and booster) is required.

Please send your cover letter and resume to:

Program Assistant - Education - Hiring Committee
c/o Vaughan Community Health Centre Head Office
9401 Jane St. Suite 206
Vaughan, Ontario, L6A 4H7

Email: vchcjobs@vaughanchc.com

Fax: (905) 303-9444

www.vaughanchc.com

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

Accommodations 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 from 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.

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