



JOB POSTING

Community Program Assistant

DATE: October 18, 2017
JOB TITLE: Community Program Assistant
EMPLOYMENT STATUS: Permanent Casual
AVAILABILITY: Days and evenings (might include occasional weekend)
LOCATION: Huron and Perth Counties
REPORTS TO: Community Support Services Supervisor

SUMMARY:

Assists in the regular delivery of various Community Support Services programs to clients. Provides administrative support in the effective delivery of a variety of client services. The specific duties may vary from time to time and are subject to change to meet program needs.

QUALIFICATIONS:

- Two years post-secondary college diploma in appropriate discipline eg. Health, Nutrition, Community or Social Services.
- General knowledge of service needs of the elderly. Experience working with seniors an asset.
- Demonstrated knowledge of office software application such as Microsoft Office and Database management tools.
- Ability to communicate professionally and effectively with clients and the public.
- Ability to lift up to 30 lbs.
- Valid driver's license, insurance and use of a vehicle.
- Current First Aid and C.P.R. training.
- Safe Food Handling certification or willingness to obtain
- Additional qualifications for specific roles may be required. E.g. Fitness Instruction Certification (SFIC or higher) or willingness to obtain

Application deadline October 27, 2017 at 4 p.m.

SEND RESUMES TO:

EMAIL: recruitingervices@onecaresupport.ca
Fax: 1-519-482-1498

We thank all applicants. Only those selected for interviews will be contacted