



DATE: March 9, 2018

JOB POSTING

Please post the following employment opportunity in your office and pass along to any candidate you feel would be interested. This posting can also be viewed on our website www.commcare.ca

Program Assistant – 1 Contract Position (Trent Hills)

This position is for an 18-month contract position (35 hours per week) working out of our Trent Hills office's (Campbellford, Warkworth and Hastings)

Reporting to the Program Coordinator job duties include; assisting in the development and implementation of agency programs and services, client assessments and support, volunteer management, and program evaluation. The selected individual will have the ability to communicate effectively with internal and external stakeholders, have knowledge of community support services, and demonstrated experience working with volunteers and our client population.

Minimum Qualifications

- Post-Secondary Diploma or Certificate in a related field or equivalent combination of education and experience
- Minimum of one year direct or related experience
- Experience in client centred care planning,
- Knowledge of Inter Rai CHA assessment process an asset
- Excellent verbal and written communication skills
- Computer skills in MS office and data bases
- Demonstrated ability to work well independently and as part of a team
- Valid driver's license and access to a reliable vehicle.
- Ability to work flexible hours
- Criminal record check with a vulnerable sector screening is required.

For more detail on this position and required qualifications please download the Position Description found on our website: www.commcare.ca

Interested applicants email resumes by March 23, 2018 to: Natisha Taylor @ n.taylor@commcare.ca

Community Care Northumberland is a non-profit, multi-service, volunteer-based community support organization serving residents of Northumberland County.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CCN will provide accommodation in all parts of the hiring process as required, upon request from applicants.