

**Job Posting**  
**Program Assistant, Transportation Services**  
**(Permanent Full-time)**  
**Internal and External**

Reporting to the Manager of Transportation Services the Program Assistant, assists in; the development and implementation of Transportation programs and services, client assessments and support, volunteer management, and program evaluation. Communicates effectively with agency staff, volunteers, other health care services and the general public.

**Primary Duties and Responsibilities:**

- Coordinates the mandated Transportation programs within the mission of the agency.
- Collaborates in the public relations activities of the agency.
- Actively participates and complies with the Health & Safety Program of the agency.
- Commits to meeting the privacy obligations and requirements of the agency as a custodian of Personal Health Information.
- Maintaining client and Volunteer files with accurate information
- Scheduling and dispatching Volunteers for trips and prioritizing services
- Communicates effectively with agency staff, other agencies and the public.

**Key Qualifications:**

- Post Secondary Diploma or Certificate in Social Service Worker, Volunteer Management, or a related field or equivalent combination of education and experience.
- Minimum of one year direct or related experience
- Minimum 1 to 2 years scheduling and/or dispatching experience
- Knowledge of the County of Northumberland
- Financial skills, tracking payables and receivables
- Work well independently and part of a team
- Effective communication skills
- Effective client assessment skills
- Computer skills in MS office and data bases
- Ability to work at multiple tasks with multiple interruptions
- Knowledge of the voluntary and community support sector
- Valid driver's license and access to a reliable vehicle
- Experience working with volunteers is an asset
- Previous experience in the non-profit sector is an asset

Qualified applicants are asked to submit, via e-mail, a detailed resume by **4:00 pm May 27, 2022** to: [careers@commcare.ca](mailto:careers@commcare.ca)

*Community Care Northumberland is a non-profit, multi-service, volunteer-based community support organization serving residents of Northumberland County.*  
[www.commcare.ca](http://www.commcare.ca)

**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.**

“Giving Strength Through Caring”

