



Job Posting

Position Title: Early Childhood Assistant – Canada Summer Jobs Program (1 Position)

Job Posting Deadline for Internal Candidates: May 8th, at 5:00pm

Employment Status: Fixed Term Contract (June 28, 2024 – August 23, 2024) (8 weeks)

Position Status: **This is a Non-Bargaining Unit position**

Hours of Work: Monday-Friday, 35 hours per week with limited evening and weekend requirements

Hourly Rate: \$16.55 per hour – Eligible for HOOPP

Position Reports to: Senior Manager, Integrated Care and Experience

Primary work location: Oshawa with flexibility to work at other DCHC sites as required.

In partnership with the **Canada Summer Jobs Program** and its guiding principles, Durham CHC welcomes all qualified students to apply, particularly those considered as priority students (students with disabilities, Indigenous students, and students who are members of visible minority groups).

Organization

Durham Community Health Centre (DCHC) is a registered, charitable organization that provides integrated, accessible, and equitable community-based primary care, wellness services, and health education to Durham community members who face multiple barriers to their health and well-being.

DCHC also provides equity-based programs and services that focus on priority populations such as Indigenous, Black, the 2SLGBTQI Community, Newcomers to Canada, Seniors, and Unattached patients (i.e., those without a family doctor), to name a few. DCHC ensures Durham community members receive not only sick care, but preventive care as well.

At DCHC, we are a team-based interprofessional group of staff including physicians, nurse practitioners, nurses, counselors, dietitians, outreach workers, medical secretaries, and other administrative staff. We always place every client at the centre of our approach to care, based on their needs. We address these needs through integrated clinical and wellness care and health education.

It's an exciting time to be joining DCHC, while we are embarking on an energizing path with a focus on making our biggest impact yet on local health care by diversifying, expanding, and leveraging our Strategic Plan, Theory of Change, Brand, Client Stories and Resources.

DCHC's 2023 – 2026 Strategic Goals

- Drive Program and Service Integration and Client Experience Across All that DCHC Does
- Evolve Program Offerings to Improve Health Equity and Meet the Needs of DCHC's Priority Populations
- Establish DCHC as a System Advocate and Champion for Equity
- Enhance DCHC's Brand and Awareness Across Durham Region
- Become an Employer of Choice with a Focus on Recruitment, Retention, and Development



Position Overview

The Early Childhood Assistant is responsible for assisting in the development and implementation of children's programs at Durham CHC. Due to COVID-19 and the resulting precautions, many of our programs are currently offered virtually. However, there is a possibility that programs may be offered in-person at some point during the summer, if we receive approval to do so from the provincial government. The successful candidate will perform tasks onsite at Durham CHC, with appropriate measures in place to ensure a safe working environment. Our programs provide opportunities for children and families to play and participate in organized activities online, and potentially onsite. These programs are designed to address gaps in service for the preschool population throughout the summer months.

To be eligible for this position through the Canada Summer Jobs initiative, you must:

- be between 15 and 30 years of age at the start of the employment.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Key Responsibilities:

- Participate in training and planning sessions.
- Plan program activities, educational programs, and community events.
- Encourage and support participation of all participants in program activities.
- Conduct public relations activities as needed.
- Ensure acceptable levels of safety and behavior at the program sites.
- Participate in weekly meetings with team and supervisor.
- Participate in evaluating programming.
- Assist with the community garden.
- Other duties as required.

Key Qualifications

- Provide a current Criminal Reference Check (including Vulnerable Sector Screening)
- Previous experience working with children in a comparable setting
- Strong organizational skills and ability to multi-task
- Demonstrate good customer service and communication skills to deal effectively and courteously with staff, parents, and participants; good interpersonal skills with the ability to establish and maintain positive working relationships
- Must be able to work independently.
- Strong organizational skills and ability to multi-task.
- Access to a reliable vehicle, with a valid license, preferred.
- Current first aid/CPR, preferred.



Full vaccination against COVID-19 is mandatory for this position (DCHC CHC will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human rights protected ground).

Application Process:

- If you are interested in being considered for this position, please submit a cover letter and resume outlining your qualifications and expectations by email to recruiting@durhamchc.ca. This position will remain posted until filled.
- While we thank all applicants for their interest in applying, only those qualified and considered for an interview will be contacted. All applicant submissions will be kept on file for six months, for future consideration.
- All applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume. As an applicant, it is your responsibility to ensure that you check your email regularly.
- All positions are subject to the successful completion of the following pre-employment conditions for all external hires: Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening).

Durham Community Health Centre is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. Accessibility: If you have accessibility needs and require alternate formats or other accommodations, please contact Human Resources at 905-723-0036, or by email to recruiting@durhamchc.ca. **Durham Community Health Centre, and staff are dedicated to creating an inclusive environment that welcomes diversity.**