

External Job Posting

Position Title: After School Program Counsellor (5 positions available)

Employment Status: Temporary Fixed Term Contract, September 2021 – June 2022

Hours of Work Schedule: A maximum of 18 hours per week. Shifts are Mon-Fri between the hours of 2:30pm-6:00 pm. A maximum of 3 hours per day. Occasional weekend shifts are possible

Salary Range: \$14.35 per hour, plus optional participation in HOOPP.

Hiring Manager: Manager, Health Promotion and Community Development Services

Director: Director, Health Promotion and Community Development Services

Location: Both Virtual programming and in person at 115 Grassmere Ave., Oshawa, Ont.

Organization Overview

Carea Community Health Centre is a recognized leader in redefining the experience of community-based health and wellness services. We provide access to high quality holistic and inclusive care that is responsive to the needs of the community and empowers individuals to enhance their own well-being.

Our name embodies what we do every day – we care. Caring for the health and wellness of our communities' residents is the cause that unites us. It shapes our thinking and guides our actions.

Carea Community Health Centre is a registered charitable organization providing a variety of free, community programs and services including: health promotion and wellness programs; primary care, counselling and mental health; diabetes education; Hepatitis C screening, treatment support, education and outreach; geriatric assessment & intervention; young parent support, youth programs, Indigenous programs; community development programs; and fundraising events which include developing charitable partnerships/sponsorships to fund programs.

In line with the CHC Model of Health and Wellbeing, our expert team works with our clients to provide holistic care, support, and wraparound services that empower clients to improve their health and wellness. We strive to be accessible to those in the community who face access barriers like culture, gender, geographic isolation, homelessness, language, physical disabilities, poverty, and race.

We are Carea Community Health Centre! Care. Compassion. Community.

Position Overview

The After School Program (Youth League) currently offers a wide range of social and recreational activities for children and youth between the ages of 6 & 14. Programs range from after-school programs focusing on healthy child development to sports and recreation programs.

Key Responsibilities:

1. Plan, organize and supervise after school activities, educational programs, sports programs, and community events.
2. Encourage and support participation of all participants in activities.
3. Conduct public relations activities as needed.
4. Ensure acceptable levels of safety and behaviour at programs.
5. Participate in monthly staff meetings.
6. Participate in evaluation of programs and staff (whether they are co-workers or direct reports).
7. Other duties as required.

Care. Compassion. Community.

Key Qualifications

- Previous experience working with children/youth in a community setting would be a definite asset (i.e. CATCH, High 5 Trainings).
- Strong organizational skills and ability to multi-task.
- Access to a reliable vehicle, with valid license, asset.
- Proven ability to take direction and work independently.
- Current First Aid/CPR certificate.
- Proficiency in the use of computers and software applications (Microsoft Word/Excel).
- An undergraduate degree or diploma in a related field preferred.
- Sensitivity to and experience with diversity including: Race, culture, religion and sexual orientation.

Minimum Key Attributes Required

- Communicator
- Collaborative & Relationship Building Skills
- Effective Interpersonal Skills / Team Player
- Strong Time Management & Organizational skills
- Adaptable – to the needs of others; to changing priorities
- Crisis management & Problem-Solving skills

Application Process:

- 1) 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@careachc.ca. This position will remain posted until filled.
- 2) 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.
- 3) 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.
- 4) 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).

Carea 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@careachc.ca. **Carea Community Health Centre, and staff are dedicated to creating an inclusive environment that welcomes diversity.**