

Employment Opportunity (Internal and External Posting)

Job Title: Program Support Worker	Date Posted: September 28, 2017	Report to: Chief Operating Officer
Job Posting # PSW-011/2017-18	Date Closed: 3:00 pm on October 10, 2017	Position Type: Full Time, One Year contract – covering maternity leave position

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community based not for profit, charitable organization. PCHS has been fulfilling needs of the diverse communities for the past 27 years by providing services in the areas of addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement and services for women, children and youth. PCHS has a number of research studies to its credit and is recognized as an innovative organization for community development and for its Integrated Holistic Service Delivery Model. PCHS is accredited by Commission of Accreditation Rehabilitation Facilities (CARF) International and Imagine Canada.

About Position:

The Program Support Worker will provide a high level of administrative support to PCHS management. Performs general clerical duties to include but not limited to: photocopying, faxing, scanning, mail distribution, filing and preparing reports for management. Creates and modifies various documents using Microsoft Office.

Administrative Duties:

- Data entry, evaluation of data entry, filing and generating reports. Assist in the preparation of regularly scheduled reports
- Handle administrative requests and queries from senior managers
- Organizing and scheduling appointments
- Planning meetings and taking detailed minutes
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Sort incoming mail, faxes, and courier deliveries for distribution
- Code and file material according to the established procedures
- Update and ensure the accuracy of the organization's databases
- Back-up electronic files using proper procedures
- Month end duties as required
- Completes confidential administrative services for the Manager and ensures the safeguarding of all confidential files
- Coordinates liaison activities with other departments;
- Perform other related duties as assigned

Employment Opportunity (Internal and External Posting)

Job Title: Program Support Worker	Date Posted: September 28, 2017	Report to: Chief Operating Officer
Job Posting # PSW-011/2017-18	Date Closed: 3:00 pm on October 10, 2017	Position Type: Full Time, One Year contract – covering maternity leave position

Qualifications:

- College diploma in related discipline or equivalent experience
- Must possess 2 to 3 years of office related experience
- Strong communication skills and ability to deal tactfully with employees
- Exceptional organizational skills with ability to meet deadlines and manage multiple priorities
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
- Current CPR/ First-Aid certification
- Detail oriented with ability to check documents for accuracy
- Excellent computer skills in MS Office and database applications
- A satisfactory Vulnerable Sector Criminal Records check
- A valid driver's license, access to a reliable vehicle and relevant insurance
- Familiarity with Cloud technology and Share-Point is an asset
- Effective written and verbal communication skills as well as presentation skills
- Other related duties, as assigned

Hours: Full time 37.5 hours, Monday to Friday
(Some evenings and weekends work is required)

Position to commence: **November 1, 2017 or earlier**

Please submit resume by 3:00 pm on October 10, 2017 to the Hiring Committee

E-mail: jasmin@pchs4u.com

Please add Job posting # PSW-011/2017-18 to the email subject line and cover letter

PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, persons with disabilities among other self-identified diverse groups. We also provide accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at jasmin@pchs4u.com