

Employment Opportunity

Job Title: Community Health Ambassador- Sahara Health Prevention and Promotion (SHPP) Job Posting # CHA-SHPP-032/2025-26	Date Posted: September 16, 2025	Reports to: Senior Manager of Health Prevention and Promotion Position Type: Full-Time contract ending March 31 2027
	Date Closed: September 25, 2025	

About the Organization:

Punjabi Community Health Services (PCHS) is a pioneer community-based not-for-profit, charitable organization. PCHS has been fulfilling the needs of diverse populations for 35 years by providing services in the areas of addictions, mental health, geriatric care, health promotion, domestic violence, parenting, settlement, and services for women, children, and youth. PCHS has several research studies to its credit and is recognized as an innovative organization for community development, as well as for its Integrated Holistic Service Delivery Model. PCHS is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) International and Imagine Canada.

Why Work at PCHS:

- 3 weeks' paid Vacation to start; 4 and 5 weeks after 3 and 4 years of continuous service
- 7 days' paid Personal Time
- Comprehensive Benefits package (wellness benefits for fitness membership and winter tires)
- Employee Assistance and Family Assistance Plan
- Various employer-paid training programs and professional development opportunities
- Develop and network through robust community and partner events
- Mileage reimbursement as applicable
- Free on-site parking
- Hybrid work model* (contingent on nature of work and location)

About the Position:

We are currently looking for a dedicated Community Health Ambassador to join our team as part of the Sahara Health Prevention and Promotion (SHPP) team. Reporting to the SHPP Program Manager, this role plays a crucial part in community outreach and education. The primary responsibilities include delivering culturally sensitive services, facilitating access to community resources, promoting targeted communication materials, and dispelling misinformation and misconceptions among the population.

Qualification, Experience and Skills:

- Undergraduate degree or college diploma in social work, health promotion, or human services and a relevant field or work experience related to the role.
- Experience working with the South Asian community of all different ages and genders.
- Demonstrates an understanding of the South Asian Culture.
- Experience with community outreach.
- Excellent communication, planning, interpersonal, organizational, and time management skills.
- Demonstrated ability to work within the policies, practices, and philosophy of the agency.
- Experience managing a multi-cultural staff and delivering services to a multi-cultural society.

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- Demonstrated ability to make effective use of available technology (MS Office, Excel, PowerPoint, Outlook, web browsing, email, and voicemail, etc.)
 - Proficiency in utilizing Canva and Eventbrite to generate materials to promote HPCS events/workshops
 - Self-directed, self-motivated, and able to work independently and as part of a team.
 - Excellent verbal and written English skills.
 - Ability to work under pressure, individually and within a team environment.
 - Familiarity with Cloud technology and SharePoint is an asset.
 - Superior time management skills, multitasking, and ability to prioritize tasks with minimal supervision.

Requirements:

- Must possess a valid Ontario Driver's License, have regular access to a reliable vehicle, and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are encouraged.

Key Responsibilities (but not limited to):

- Works closely with the SHPP team including other community health ambassadors, case manager, prevention specialists, and Senior Manager to meet program deliverables.
- Adhere to PCHS' internal and external referral processes to ensure a smooth delivery of assistance to community members.
- Participate in diverse community outreach events across the Peel region, where you will be responsible for establishing a booth, actively promoting our services, and engaging in meaningful conversations with community members to discuss the SHPP program.
- Generate flyers, craft social media posts, produce Instagram reels, and develop additional social media content to effectively communicate and encompass the three pillars of SHPP.
- Prepare multilingual presentations and deliver them proficiently in languages including Punjabi, Hindi, English, Arabic, and more as required.
- Submit monthly target sheets and complete outreach data forms promptly following outreach activities to ensure accurate tracking of target numbers and stay updated.
- Utilize Eventbrite to generate event pages for SHPP events, effectively keeping the community well-informed.
- Perform the duty of handling support line calls with professionalism and expertise
- Compose articles for PCHS' health magazine, encompassing subjects such as summaries of the outreaches attended during the month and informative pieces on health-related topics.
- Develop scripts and record them for the SHPP health show, where you will discuss and showcase our diverse range of services.
- Maintain current knowledge and positive relationships with various community partners and resources.

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- Providing culturally appropriate service delivery by engaging in outreach.
 - Promote access to available services in the community
 - Promote targeted communication resources and tools, and combat misinformation and myths within the population.
 - Ensure efficient and effective data collection systems that provide high-quality and timely information.
 - Knowledge of and ability to develop relationships with community resources and agencies that would be beneficial for our priority populations.
 - Demonstrated communication skills: presentations, reports, program plans, educational materials, brochures, etc.
 - Implementation of the Integrated Holistic Service Delivery Model.
 - Maintaining appropriate record-keeping/documentation and client files, statistical and outcome measurement tools as required by PCHS policies and procedures
 - Participate in continuous quality improvement processes
 - Attending and actively participating in team meetings and other client-related meetings and program meetings as required
 - Working effectively and collaboratively with program teams, internal and external to PCHS
 - Other related duties as assigned

Hours: Full Time contract ending March 31, 2027
37.5 hours per week
(Some evenings and weekends work is required)

Annual Salary Range: \$44,000- \$48,000

Position to commence: October 2025

Please submit resume by September 25, 2025 to the Hiring Committee at: hr@pchs4u.com

Please add **Job Posting# CHA-SHPP-032/2025-26** to the email subject line and cover letter.

PCHS offers a rewarding work environment. Please note only shortlisted candidates are contacted further. Due to a high volume of applications, we are unable to take phone enquiries.

PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply 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 hr@pchs4u.com