

Employment Opportunity

Job Title: Health Promotion Officer- HPCS Job Posting # HPO-HPCS-009/2022-23	Date Posted: July 7, 2022	Report to: Manager Health- HPCS Position Type: Full Time
	Date Closed: Open until Filled	

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 the diverse populations for 32 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 several research studies to its credit and recognized as an innovative organization for community development and its Integrated Holistic Service Delivery Model. PCHS is accredited by Commission of Accreditation Rehabilitation Facilities (CARF) International and Imagine Canada. PCHS is a 2SLGBTQ sensitive organization.

About the Program:

High Priority Communities Strategy is an initiative funded by the Ontario government which sees 16 lead community agencies across Ontario working in areas with high COVID-19 prevalence to provide targeted and culturally appropriate community outreach and education and provide response and recovery services. This includes, but not limited to, increased access to testing, vaccination, and antivirals, increased access to preventative care and primary care, increased access to community mental health and addictions services with a focus on wraparound supports.

About the Position:

We are seeking a Health Promotion Officer under the High Priority Community Strategy program (HPCS). This position reports to HPCS Manager and is responsible for health promotion through community outreach and education. This includes training Community Ambassadors and Peer Support Workers in culturally appropriate service delivery, promote access to available services in the community, promote targeted communication resources and tools, and combat misinformation and myths within the population.

Qualifications and Skills required:

- Minimum 3 years of experience in health promotion and front line experience with vulnerable populations with a focus on diabetes preferred.
- A University degree in Nursing and in good standing with the College of Nurses of Ontario (CNO).
- Demonstrates an understanding of the South Asian Culture.
- Demonstrates understanding of the concepts of client-centred service delivery, confidentiality, and creating a safe space for implementing the Integrated Holistic Service Delivery Model.
- Excellent communication, planning, interpersonal, organizational, and time management skills.
- Knowledge of community resources and services in the local community.
- 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, Web browsing, email, and voicemail, etc.)
- 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 Share-Point 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 a job requirement unless you have an exemption on a medical ground under the Ontario Human Rights Code.

Key Responsibilities and Duties (but not limited to):

- Develop education and information resources to disseminate among target population.
- Ability to determine needs, develop programs and facilitate community initiatives of client and community groups.
- Maintain current knowledge and positive relationships with various community partners and resources.
- 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.
- Develops partnerships and works with partners to build community engagement.
- Demonstrated communication skills: presentations, reports, program plans, educational materials, brochures, etc.
- Implementation of the Integrated Holistic Service Delivery Model.
- Maintaining appropriate record-keeping/documentation, 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, program meetings, and partnership meetings as required.
- Working effectively and collaboratively with program teams, internal and external to PCHS.
- Other related duties as assigned.

Organizational Responsibilities:

- Actively contribute to the mission, vision and values of PCHS
- Follow the organizational Code of Ethics and professional standards of your certification and your position in the organization
- Adhere to the policies and procedures of your program(s) and organization

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- Perform the duties outlined in this job description
- Contribute in a positive way to the overall success of the program and organization
- Participate in the establishment of program goals and objectives and set service priorities based on it
- Demonstrate a positive and professional attitude when representing the organization in the community
- Actively encourage the involvement and empowerment of clients/ survivors
- To follow the direction of the Joint Health, Safety & Wellness Committee in compliance with the Occupational Health and Safety Act (OHSA)

Hours: Full Time, 37.5 hours
(Some evenings and weekends work is required)

Position to commence: July 2022

Please submit resume to the Hiring Committee at: hr@pchs4u.com

Please add **Job Posting # HPO-HPCS-009/2022-23** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

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