

Employment Opportunity

Punjabi Community Health Services

<p>Job Title:</p> <ol style="list-style-type: none"> Administrative Support – Office and IT Administrative Support – Settlement Administrative Support – HR <p>Job Posting#AS-CSJ-007/2024-2025</p>	<p>Date Posted: April 25, 2024</p>	<p>Reports to:</p> <ol style="list-style-type: none"> Office and IT Services Coordinator Manager, Newcomer Settlement programs Supervisor, Human Resources <p>Position Type: Full Time Contract (15 Weeks)</p>
	<p>Date Closed: Open until filled</p>	

About Organization:

Punjabi Community Health Services (PCHS) is a pioneering, nonprofit, charitable organization serving the diverse populations of Brampton for 33 years. Our services incorporate addiction support, mental health assistance, geriatric care, health promotion, domestic violence intervention, parenting support, settlement services, and programs for women, children, and youth. PCHS is renowned for its innovative community development efforts and Integrated Holistic Service Delivery Model. We hold accreditation from the Commission of Accreditation Rehabilitation Facilities (CARF) International and Imagine Canada, and we are sensitive to the 2SLGBTQ community.

About Program:

Canada Summer Jobs (CSJ) is a program under the Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to help all young Canadians develop the skills and gain paid work experience to successfully transition into the labour market.

About Position:

These positions will be working with our IT and Office Administration, Newcomer Settlement Program and HR teams.

Administrative Support - IT and Office position will provide support to coordinate logistics, support the IT team with getting equipment prepared and ready for new and existing staff. In addition this position will assist with day to day office functions (ie: covering reception, preparing documents/presentations), data collection and analysis, prepare presentations and reports and assist with procurement and purchasing equipment, supplies, promotional material etc.

Administrative Support – Newcomer Settlement Program will support with assisting in conducting client intake and providing program information, work with settlement team to provide services to clients, use advanced MS Office skills for documentation, to create presentations and maintain data on excel sheets, assist with developing resources and outreach for programs, assist with planning logistics for events and outreach opportunities and assist with program data verification.

Administrative Support – HR will work alongside the Human Resources Supervisor in recruiting, screening and setting up interviews for new hires, help coordinate with onboarding and logistics

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related to new hires, develop presentations on HR performance metrics, develop dashboards capturing various key performance indicators, assist with employee appreciation and recognition initiatives and perform database management ensuring all files are up to date with necessary documentation.

Qualifications and skills required:

- Relevant educational and/or academic experience in relation to the position
- Preferred 2 years of experience in the related field, or a combined equivalent of education and experience
- Demonstrate understanding of the concepts of working with vulnerable individuals
- Demonstrate knowledge about community based organizations
- Proven knowledge and skills with MS Office
- Knowledge of South Asian languages including Punjabi, Hindi and Urdu will be an asset
- Consistent commitment to professional development
- Strong interpersonal skills, be able to work independently and within a team
- Strong verbal and written communication skills including presentation skills and the ability to communicate information to a variety of stakeholders effectively
- Excellent computer skills with advanced proficiency in Microsoft Office
- Familiarity with Cloud technology and SharePoint will be an asset

Requirements:

- Aged 19-30 years of age
- Canadian citizen, permanent resident or person to whom refugee protection has been conferred
- 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.

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
- 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

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- 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, 35 hours per week
(Some evenings and weekends work is required)

Position to commence: May 13, 2024

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

Please add **Job Posting#AS-CSJ-007/2024-2025** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate all applicants' interest, 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