

Part Time Community Care Support

For more than 30 years, the London InterCommunity Health Centre has provided health and social services to those who experience barriers to care including poverty, homelessness, language or culture, and complex and/or chronic health conditions including mental health and addictions. Today, with four busy clinics in three of London's most under-served regions, the organization is viewed as a community leader in newcomer health, care of marginalized women, issues of health equity, client-led service development and the advancement of partnerships that improve access to vital services for people who are at the margins in our community. Throughout the COVID-19 pandemic, we have innovated new ways to continue to support our staff and clients through this difficult time with minimal interruption to our service delivery.

About the Position

The London InterCommunity Health Centre seeks a part time Community Care Support worker to join our team. This role provides the initial interactive experience with persons served through community programs and related services.

Serving as the main administrative coordinator for community programs, this role provides support to applicable Community Development initiatives, site based programs and outreach activities, responding to a number of needs and requests to support existing programming, and at times, new initiatives.

The Community Care Support worker actively serves the needs of and promotes effective communication between program participants, organizers and leaders to ensure a positive and progressive experience is had by all. This role will educate, maintain, and promote culturally safe interactions, proper privacy requirements, and health and social

needs components while fostering a connection to the Health Centre through every interaction.

Administrative duties may include scheduling, inventory management, information gathering, and report writing. This role also involves the coordination of site and media facilitation, securing required resources, set up and take down, attendance, and any other items required to ensure a positive experience.

The successful candidate will act with professionalism and courtesy toward clients, the general public and colleagues, and will demonstrate knowledge and valuing of the client's unique life situation in order to provide high quality care aligned with the values of the Health Centre.

This part time position will be based out of our Huron site, working 19 hours per week. Some evening and weekend flexibility may be required.

Required Qualifications:

- Post-secondary education in Social Services, Business Administration or other relevant discipline from a recognized college or university
- Minimum of two (2) years of relevant experience
- Knowledge of and a commitment to community capacity building
- Ability to work with diverse communities with respect, sensitivity, creativity, innovation, cultural understanding, and non-judgement

Preferred Qualifications:

- Awareness and understanding of the social determinants of health
- Time management and organizational skills
- Experience with data entry and reporting
- Computer proficiency, including the use of Microsoft Office Products

Nice to Haves:

- French and other language skills are considered an asset in supporting the communities we serve

What's in it for you:

With a strong focus on employee well-being and development, the Health Centre is proud to support our staff with a well-structured compensation plan:

- A competitive salary
- 100% employer-paid health and dental benefits
- Participation in the Healthcare of Ontario Pension Plan (HOOPP)
- Paid sick and emergency time to tend to self and family care
- Paid vacation time
- Paid time to promote mental well-being and prevent burnout
- Paid professional development time and funds to support your career goals
- Numerous interdisciplinary training opportunities to promote growth in your role

How to Apply:

If you feel you are the right person for this role, please send a cover letter and resume by email to jobposting@lihc.on.ca, stating the position title in the subject line of the email. Please also indicate in the body of the email where you learned of this opportunity.

With consideration for the COVID-19 pandemic, interviews may be conducted in-person with appropriate physical distancing or online via Zoom to best meet Public Health Guidelines and the needs of the selected candidates. If the use of Zoom presents a barrier for candidates, alternate methods can be arranged.

Submissions will only be accepted until April 11, 2021.

The Health Centre is committed to hiring staff that reflect the diversity of the clients and community that we serve.

Should you require accommodation in making an application please contact our office. We thank all applicants for their interest, only those selected will be contacted.

To learn more about the Health Centre visit us online at www.lihc.on.ca, follow us on Twitter @HealthCentre or like us on Facebook – London InterCommunity Health Centre.