

Job Posting Program Assistant

Lakefield, Millbrook, and Exercise & Fall Prevention

Full-time Permanent Position (30 hours)
Location: Lakefield service office
Class F Position - Starting Rate: \$22.90/hour

The Program Assistant supports the Exercise and Wellness Team and the Lakefield and Millbrook Community Development Coordinators by assisting with the data entry and scheduling of community support services. This position may also support the Lakefield service office with additional office administration duties. This position contributes to the mission of the organization by providing accurate and timely data entry that supports the delivery of quality community support services in support of the health and well-being of clients and their caregivers.

Qualifications & Experience

- Post-secondary diploma or certificate in healthcare office administration, business administration, volunteer management, social services work, gerontology, or related field, or an equivalent combination of work experience and education.
- Minimum of 1 year related experience, preferably in the community support services sector.
- Advanced level computer skills including Outlook, Word, and Excel.
- AlayaCare experience is an asset.

Competencies

- Works cooperatively and effectively with others.
- Demonstrated flexibility with changing priorities, organizational needs, and working environment.
- Ability to assess situations to determine importance, urgency, and risks.
- Proven attention to detail to ensure work is error-free and complete.
- Ability to adhere to a work schedule and manage own time.
- Engages volunteers and brokered helpers in an inclusive way and communicates appropriately.

Email cover letter and résumé to hr@commcareptbo.org by Fri, May 3, 2024 at 12 pm

Community Care Peterborough is an equal opportunity employer committed to providing an inclusive and barrier-free selection process. We recognize the importance of ensuring that everyone is treated with equal respect and dignity and are protected from discrimination and harassment. If you require this information in an alternate format, communication supports, or other accommodation measures during the recruitment or selection process, please inform HR in confidence.

