



**INTERNAL/EXTERNAL JOB POSTING
On site Early ON Playgroup Assistant
Part time .6 FTE indeterminate contract**

South-East Ottawa Community Health Centre (SEOCHC) is a non-profit, community-governed organization that provides a range of multi-disciplinary services to clients, including primary care, health promotion, social services, community and resource development, home support and advocacy to address the social determinants of health. SEOCHC particularly responds to persons who face barriers to accessing health and social services and who live in South-East Ottawa. Our services and programs are designed to meet the needs of our community.

Under the supervision of the Early Years/ Early ON coordinator, the Playgroup Assistant will be responsible for assisting with the planning and delivery of quality pre-school children's programs at the Early ON playgroups. The Playgroup Assistant is responsible for working in a manner that preserves confidentiality, seeks to minimize risk for the parents, caregivers, and children, and incorporates and strengthens collaborative and multidisciplinary teamwork.

Qualifications

- 1year experience working with children which can include placements, or lived experience.
- Interest in learning child development, including pursuing early childhood education diploma, or other training opportunities. Current ECE students welcome.
- Awareness of community resources
- Good organizational skills
- Sensitive to issues of low-income, cultural and family diversity
- Valid First-Aid and CPR certificate
- Health and Safety training
- Valid criminal record check for the vulnerable sector is required
- Valid Driver's license (use of car essential)
- Work schedule mornings and Saturdays from 9am to 1pm
- Excellent English Skills, French and other languages an asset
- Excellent communication and interpersonal skills
- Proof of Vaccination against COVID-19 required

Please submit your CV with a cover letter no later than **Friday, December 16th, 2022**, to:

Human Resources Officer
South-East Ottawa Community Health Centre
<https://seochc.bamboohr.com/careers/191>

SEOCHC is committed to employment equity and values diversity in the workforce. We thank all candidates for their interest, only those selected for an interview will be contacted. Candidates with a disability requiring accommodation during the interview process should advise Human Resources so arrangements can be made.