



JOB POSTING #2024-076

Internal / External Posting

Union: CUPE F

Posting Date: November 7, 2024

Posting Closed: November 20, 2024

Salary Range: \$22.209 to \$25.728/hour

Opportunity: Community Host – 2 positions available – indicate preference in cover letter

Site/Base Location: Women's Health Clinic Graham

Hours: 0.40 FTE / per week

Shifts: First Position: Monday to Friday 4:00 pm to 8:00 pm

Second Position: Monday to Friday Noon till 4:00 pm

Both positions: Rotating Shifts alternating Saturdays 10:15 am to 3:45 pm

TERM: As soon as possible ending March 31, 2025

WHC promotes personal agency and believes that all people should be empowered to take care of their mental, emotional, sexual, physical and spiritual health and wellbeing. We offer sexual, reproductive, and mental health care and support for people of all genders. Our organizational values guide our work through an anti-racist, anti-oppressive, intersectional, feminist, harm reduction lens.

Position Summary:

The Community Host is the first point of contact for members of the community. They work to create a welcoming, visitor friendly, respectful and safe space for all and provide information and assistance when needed. The Community Host participates in the implementation of safety protocols, and work with other staff to manage urgent and emergent situations while building relationships of trust with clients, staff and the community.

Requirements:

The ideal candidate is a self-motivated, organized and detail-oriented individual. The successful candidate will possess excellent analytical, verbal and written communication skills and be able to work to strict deadlines while contributing to a professional working environment.

Candidates must have:

- Completion of high school or equivalent program of studies
- Minimum of two (2) years of related work experience in a community setting
- Understanding of/experience working with marginalized communities
- Demonstrated ability to work effectively with a diverse community and client group in a culturally safe way
- Comfortable in monitoring and responding to situations of urgency and disturbance
- Proven relationship building skills
- Critical thinking, decision making, problem solving & conflict resolution skills
- Demonstrated Harm Reduction approach
- MUST be legally able to work in Canada
- Satisfactory Criminal Record check and Child Abuse Registry check

Assets:

- Knowledge of the downtown community and resources available
- Current standard First Aid
- Proficiency in both official languages or other language
- Knowledge of barriers that affect 2SLGBTQIA+ & BIPOC communities accessing health care
- Commitment to anti-oppressive and anti-racist work practices

APPLICATION PROCESS:

- **REQUIRED Reference Job Posting #2024-076 in email subject line.**
- Email cover letter & resume (pdf or word document) to WHChr@womenshealthclinic.org

For a full position description go to: <https://womenshealthclinic.org/careers>

WHC is committed to the development of a staff team that reflects the diversity of the communities we serve. We strongly encourage persons who reflect the diversity of our clients to apply. We welcome and encourage applications from all women*, racialized and Indigenous people, people with disabilities, and members of the 2SLGBTQ* community. We invite applicants who can contribute to the mission, vision and values of WHC, and the achievement of its strategic plan through collaboration and teamwork.

We thank all applicants for their interest; however, we will only contact candidates we wish to interview.

**We use an inclusive definition of "women" and welcome Two-Spirit, genderqueer, trans and non-binary people to Women's Health Clinic. For more information on our programs and who we serve, visit www.womenshealthclinic.org/whoweserve.*