



JOB POSTING #2022-082

Internal / External Posting

Union: CUPE F

Posting Date: November 9, 2022

Salary Range: \$18.449 to \$21.386/hour

Opportunity: Program Assistant, Ode'imín

Hours: 0.80 FTE / 32 hours per week - TERM till December 2023

Deadline Date: November 23, 2022

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.

Our Vision, Mission & Values:

Women's Health Clinic (WHC) provides accessible, woman-centred services, creates strategic partnerships and advocates for system change.

We work toward the vision of having equitable health and wellness services within and beyond WHC, delivered through a feminist lens.

All our work is guided by our values – choice, inclusion, social justice, innovation and integrity.

Position Summary:

To provide day to day support functions to enhance the effectiveness of WHC programs.

Our 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 Diploma or equivalent
- Good working knowledge of Microsoft Office applications
- Satisfactory Criminal Record check and Child Abuse Registry check

Assets:

- 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
- Proficiency using Accuro medical database

HOW TO APPLY:

Reference: "JOB POSTING #2022-082" in ALL correspondence

Email cover letter and cv to: WHChr@womenshealthclinic.org

For a full position description go to: <https://womenshealthclinic.org/get-involved/jobs/>

We thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted.

**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/howeserve.*