

Central Community Health Centre

Are you interested in working in an organization where the team and professional standards are highly valued, where quality of care and the quality of employee working life is respected; an environment where diversity among staff and volunteers enriches the organization and enhances service to clients?

Central Community Health Centre (CCHC) is a non-profit, charitable, community governed organization. Our interprofessional team provides primary health care, health promotion and prevention programs and services to residents of Central Elgin, St. Thomas and Southwold Township.

MISSION: To support clients and communities through advocacy and action to achieve their goals for health and wellbeing

VISION: Resilient communities, where every one has equitable access to quality care for their health and wellbeing

VALUES: Grounded in a community development approach, we are committed to: Equity, Excellence, Accountability, Creativity and Collaboration

Position: Research Assistant - STUDENT- 1 position - 8 week contract, 35 hours per week

Region: Central Elgin, St. Thomas and Southwold Township

Description: We are currently recruiting for a **temporary Research Assistant position for an 8 week contract**. The Research Assistant will: work to develop tools and processes that will collect data required for CCHC to strengthen its fund development initiatives, the marketing processes for programs and campaigns, strengthen program promotion materials and processes, and program development while improving social media content, the analysis of the social media engagement and impact.

Qualifications / Requirements:

- Is between 15 and 30 years of age (inclusive) at the start of employment
- Was registered as full-time post-secondary student during the preceding academic year and returning in the next academic year to full-time studies
- Is a Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* and;
- Is legally entitled to work according to the relevant provincial regulations
- Field of study: Pursuing Bachelor's or Advanced Level degree in Communications, Public Relations, Marketing or equivalent
- Customer Service experience, an asset
- Experience planning and delivering programs and presentations
- Experience preparing reports
- Strong communication skills and excellent interpersonal skills, combined with strength in critical thinking, problem solving and organizational skills
- Recognize the value of strong documentation and attention to detail
- Solid knowledge of computer programs including previous experience with an EMR (Electronic Medical Record) system
- Ability to work in a fast-paced environment and to maintain a professional attitude at all times

- Able to respond in a positive way to demanding issues and project a welcoming, friendly personality
- Completion of a Police Clearance and Vulnerable Sector check prior to commencing employment is required
- Valid Ontario driver's licence is an asset
- May be required to work evening shifts
- May be required to work in our Mobile Unit

Salary: \$20.00 per hour

Terms of Employment: Full time temporary – 8 weeks

Deadline for Application: June 3, 2022

To apply to become a member of the CCHC team, please send your resume and covering letter to [hiring@centralchc.com](mailto: hiring@centralchc.com)

CCHC is committed to fulfilling its obligation to employees in accordance with the Ontario Human Rights Code, the Human Rights Act of Canada, and the Accessibility for Ontarians with Disabilities Act, 2005, and the Employment Standards Act of Ontario.

Central Community Health Centre is an equal opportunity employer. We believe diversity among our staff and volunteers enriches our organization and enhances service to our clients.

Thank you to all who apply; however, only those selected for an interview will be contacted.

CCHC encourages a scent-free environment. Employees, students, volunteers, and visitors are asked to refrain from wearing fragrances and other scented personal care products (i.e., perfumes, deodorants, lotions, hairspray, etc.) while at the Centre.

COVID 19 is an ongoing concern. All staff, contractors, students and volunteers are required to be fully vaccinated against COVID-19 (which includes all recommended doses and boosters), subject to human rights exemptions. If onsite, all individuals must complete a self assessment using the following link <https://covid-19.ontario.ca/screening/worker/> and email results to [covid19@centralchc.com](mailto: covid19@centralchc.com)