

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Activity Assistant	Competition #:	11/16
Ministry Unit:	Ottawa Booth Centre	Position Type:	Part time contract ending March 31, 2017
Salary Range:	\$15.00	Date posted:	April 12, 2016
City:	Ottawa	Posting Expires:	April 18, 2016
Applications Accepted By:			
Fax or E-mail: (613)241-2818 or FLWjobs@ottawaboothcentre.org Attention: Employee Relations Department Please no phone calls.		Mail: Employee Relations Department 171 George St. Ottawa, ON K1N 5W5	
Position Description			
<u>RESPONSIBILITIES:</u> <u>Program Delivery</u> <ul style="list-style-type: none"> • Assist participants in determining and maintaining appropriate and mutually agreed upon goals • Deliver program themes in a group environment • Participates in weekly review meetings with Life Skills Coach providing feedback on participants and go forward plans • Identifies and acts on changing dynamics of group, by assessing verbal and non-verbal responses and checking regularly with participants to facilitate their active participation in activities • Provide support to participants towards integration and normal functions within the community • On occasion meets groups of up to 12 participants in the community to facilitate participation in pre planned events • Ongoing communication with applicable OBC staff regarding participants progress <u>Administration</u> <ul style="list-style-type: none"> • Maintains confidentiality and keeps accurate participant files/case notes and statistical records • Aids Life Skills Coach in developing new program/policy initiatives to address ongoing client needs • Aids in evaluating program effectiveness by comparing individuals and group progress to program objectives, and individual goals • Maintain and provide statistical and progress report information on all participants 			
<u>QUALIFICATIONS:</u> <ul style="list-style-type: none"> • Minimum 1 year completion of Leisure and Recreation Certificate, or equivalent education and/or work experience • Experienced in teaching, using an adult learning style method • Proven ability to communicate in a clear concise manner • Experience working with a marginalized population • Understanding of substance abuse issues, mental health, homelessness and those issues affecting marginalized individuals • Strong organizational, time management and interpersonal skills • Working knowledge of Microsoft Office, particularly Excel, Word, Outlook and PowerPoint • Must supply a current Clear Police Reference Check for Vulnerable Sector 			

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

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The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.

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