



POSITION DESCRIPTION

POSITION TITLE: Program Support Assistant

RESPONSIBLE TO: Chief Operating Officer

GENERAL ACCOUNTABILITES:

The Program Support Assistant serves as a champion of the Compass Community Health Vision and Mission, through the Cooking with Compass program, in a fully integrated participant experience and promotes an environment that is consistent with the Health Centre's Statement of Values and Principles. The Program Support Assistant efficiently and effectively provides on-site programming support to ensure programs successfully achieve participant and program goals.

SUMMARY OF FUNCTIONS:

The Program Support Assistant will support the Cooking with Compass program, an experiential learning opportunity for students grades 3 through 5 in partnership with local schools. The Program Support Assistant will help provide a safe and suitable programming environment for all participants, including supervision of children and assisting the Program Coordinator with tasks.

SPECIFIC DUTIES:

- Set-up, take-down, tidying and cleaning of rooms at program locations.
- Assist with the facilitation of the Cooking with Compass program, which may include preparation of ingredients, operating the stove and oven, helping children with basic hygiene (i.e. handwashing, hairnet), support with learning recipes and kitchen skills such as knife skills, grating, peeling, mixing, etc., distributing materials, and participant behaviour management
- Establish and maintain positive and supportive relationships with adult volunteers, program participants, Compass staff and community partners in a team environment.
- Communicating with the Program Coordinator about any issues that arise.
- Ensuring alignment with Health Centre's Policies regarding Occupational Health and Safety, and Privacy and Confidentiality.

QUALIFICATIONS:

- Minimum of Grade 12 high school completed; preference will be given to candidates with some post-secondary education
- Familiarity with neighbourhoods of Hamilton's North End
- Problem solving, time management, good people skills, and knowledge of diversity and equity issues participants may experience
- Food Handlers Certificate preferred
- Ability to fluently speak and write in English

I understand the requirements, essential functions and duties of the position.

Date

Revised: August 2022