



Compass Community Health offers primary care health services and health promotion programs to diverse communities and individuals.

We are currently seeking a:

Pathways to Education – Program Support Assistant
3-Months Contract Part-Time - April 03, 2023 – June 27, 2023
(8 hours/week)
Monday & Tuesday - Working Hours: 3:30 – 7:30
Hourly Salary Range: \$16.75 - \$19.71

The **Program Support Assistant** serves as a champion of the Compass Community Health Vision and Mission, through the Pathways to Education 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.

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
- Data entry and administrative skills, including databases
- Understanding of the Pathways to Education Program
- Ability to fluently speak and write in English

We invite you to review the **Program Support Assistant job description** on our website under Employment Opportunities/Careers at <http://www.compassch.org/> for additional job related information.

In return for your results-orientation and dedication, we offer a competitive salary based on experience and qualifications.

Please respond in confidence by Thursday, March 23, 2023 at 4:00 p.m. to:

Human Resources Specialist
Email: hr@compassch.org
438 Hughson Street North, Hamilton, ON, L8L 4N5

We thank all applicants for their interest, only those selected for an interview will be contacted. Compass Community Health is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources at 905-523-6611 ext 3033 if you require accommodations.