



## Internal/External Posting

### Health Promotion Assistant

### Health Promotion, Community Relations

**Contract Part time Position: 10 hours per week (approximately 3 months)**

**Salary Range: \$21.33 per hour to \$25.69 per hour**

LAMP Community Health Centre is a multi-service, community based charitable organization that provides a wide range of programs and services to improve a person's health. LAMP uses a co-ordinated approach to connect people to medical services and other programs that build personal resources. By providing services that improve physical, emotional, social and economic well-being, people can better control their health and environment.

#### Job Summary

Under the direct supervision of the Manager, Health Promotion & Community Relations and working within program objectives and organizational goals, the Health Promotion Assistant will work to support Health Promotion programs, community events, and initiatives through LAMP Community Health Centre including: support and facilitation for wellness programs, affordable housing, affordability issues, outreach and community engagement; and Social Media Content Creation.

The incumbent will ensure that all organizational policies are followed.

#### Primary Responsibilities

- This position will be responsible for supporting a wide variety of programs and initiatives that benefit the broader South Etobicoke community and priority populations (seniors, racialized communities, individuals living in poverty, people experiencing mental health issues and 2SLGBTQ+ communities).
- Duties may include: providing resource and referral support to marginalized clients, researching programs and services, connecting with community partners, compiling appropriate resources, etc; updating our community contact lists and supporting community celebrations/special events; supporting/facilitating social/educational group programming as appropriate; and, acting as a client advocate on individual and systemic issues.
- Providing administrative, minute-taking, planning support to Health Promotion and Community Relations Initiatives.
- Work with the Health Promotion team in developing, implementing and evaluating programs.
- Support, lead and develop Social Media content and manage platforms appropriately.
- Conduct community outreach to enhance participation and engagement of priority groups.
- Build and maintain positive relationships with clients.
- Facilitate safe, supportive, empowering, and welcoming spaces for community members to be actively involved and partners in developing health promotion programs.
- Utilize appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, ethnic, sexual orientations, lifestyles, and physical abilities.
- Perform other duties as assigned consistent with job classification.

## Required Qualifications

- Undergraduate degree in relevant discipline from a recognized university or combination of education and relevant experience.
- Demonstrated experience working with various cultural, ethnic, socio-economic, and developmental backgrounds, with an awareness of and sensitivity to LAMP's priority populations (seniors, racialized communities, individuals living in poverty, people experiencing mental health issues and 2SLGBTQ+ communities).
- Individual and group support and facilitation work experience in a community setting, preferably with LAMP's priority populations.
- Excellent interpersonal skills necessary to work effectively across all levels of the organization's diverse workforce.
- Positive attitude and dependable with strong initiative and the ability to work both independently and in a team oriented atmosphere.
- Effective handling of conflict, crisis and trauma and strong self-care practice.
- Ability to effectively understand and implement the guiding fundamentals at LAMP, i.e. Health Promotion, Anti-Oppression; Harm Reduction and the principles of community-based practice.
- Open minded, eager and willing to learn and improve oneself.
- Lived experience of racism, homophobia, and/or transphobia is an asset.
- Bilingualism is an asset
- Knowledge of the LAMP community, and/or a second language that is reflective of the community being served are all preferable assets.

## Proficiency in the Following Computer Skills

- Solid working knowledge and ability to navigate a PC windows environment, including shared drives.
- Strong skills and experience using Microsoft applications (Word, Outlook, Excel, PowerPoint & Publisher).
- Strong skills and ability to easily navigate the internet/intranet environment.
- Excellent skills and experience using social media (i.e Facebook, Twitter, Instagram, Hootsuite)
- Ability to learn new software quickly and willingness to continuously develop technology skills.

## Working Conditions

- Requires frequent evening(s), occasional weekend commitments, and regular travel to off-site location(s)/community partner locations.
- Must work well under pressure of deadlines and with large groups of people at events.
- Work outdoors and in the community will be required.
- May be required to store or carry up to \$100 cash at their work premises or on their person.
- Will at times be subject to loud noise levels at events.
- May occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviours and/or communication.
- Ability to effectively understand the appreciation of guiding fundamentals at LAMP, i.e. Health Promotion, Anti-Oppression; Harm Reduction and the principles of community-based practice. **“Walk the talk.”**

## Physical Requirements

- Occasional data entry, with short periods of time sitting stationary in front of a monitor while keyboarding.
- Ability to balance all job requirements in a busy atmosphere, including responding promptly to all communication.
- Frequent standing for extended periods of time and some frequent lifting may be required.
- Demonstrates good and safe work habits, and maintains a clean working environment.
- Ensures that staff and clients are compliant with LAMP's Health & Safety regulations and LAMP's policies and procedures, including the immediate reporting of any breaches of Health & Safety or Environmental incidents, accidents or concerns to their respective manager/supervisor and/or the Director, Human Resources & Operations.

- As part of our mandate for inclusivity, reasonable accommodations can be made for all incumbents to perform the described physical functions of the aforementioned job.

*LAMP Community Health Centre is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.*

Please send your resume with a cover letter to **Human Resources:**

<b>Email Address</b>	<b>recruiting@lampchc.org</b>
<b>Subject</b>	<b>Job Opening for Health Promotion Assistant</b>
<b>Internal Deadline</b>	<b>5:00 pm on Tuesday December 28, 2021</b>
<b>External Deadline</b>	<b>5:00 pm on Tuesday January 4, 2022</b>

***We thank all applicants for their interest.  
However, only those selected for interviews will be contacted.  
No phone calls please.***