**Davenport-Perth Neighbourhood and Community Health Centre (DPNCHC)** is a multi-service community agency providing programs and services from early years to adults and primary health care to a diverse range of participants within a community development and health promotion perspective. **The Program Assistant, Children, Youth and Adult Services** will work with the Children, Youth and Adult Services (CYA) team and other staff to assist in the development, planning, implementation and evaluation of a daily program that provides support to CYA programs (Drop-Ins, Community Dining, Harm Reduction) and may provide support to projects within the Children and Youth Services as required.

**Responsibilities:**

* Assist in the development, and implementation of program activities on and off-site,
* Assist in CYA Drop-In Programs 2-3 times a week and providing services and support to program participants,
* Assist in the Community Dining Program, supporting in picking up, packaging and distributing take-out meals,
* Assist the Community Support & Crisis Intervention Worker with delivering items to vulnerable community members when needed,
* Assist in program/activities with other projects within the department as needed,
* Plan and co-facilitate weekly support activities; assist in providing direction, support and positive role-modelling,
* Maintain cooperative team interaction and collaborative decision-making processes.

**Qualifications:**

* Due to funder requirements, **applicant must be between 15-30 years of age at the start of employment; is a Canadian citizen, permanent resident, or a person to whom refugee status has been conferred,**
* Some work/volunteer experience assisting in the planning and implementation of activities for youth and adults – particularly those dealing with addictions or mental health challenges,
* Demonstrated ability to work effectively as a part of a team and independently; must be creative, enthusiastic, energetic and able to provide encouragement and support to program participants,
* Demonstrated knowledge of effective practices related to marginalized adults,
* Must have at least 1 year of post-secondary education in social work, community work, community health, mental health and addictions, recreation or another relevant field,
* Demonstrated organizational and time management skills,
* Good English skills (written and oral),
* Ability to speak a relevant second language is an asset,
* Living in the Davenport-Perth Neighbourhood and Community Health Centre’s catchment is an asset,

**Hourly Rate**: $19.20 per hour plus statutory benefits. This position is not part of the bargaining unit.

**Contract Duration:** June 25 to August 22, 2025; Monday to Friday (8.5 weeks, 35 hours per week)

**Submit resume & cover letter, including in subject line:** Posting No. 2025-14 to**hire@dpnchc.ca**or mail to 1900 Davenport Road, Toronto, ON M6N 1B7.

**Application Due Dates:** Internal: 5:00 pm, May 13, 2025 External: 5:00 pm, May 16, 2025

Davenport-Perth Neighbourhood and Community Health Centre encourage applications from candidates, whose background is diverse in terms of culture, race, language, religion, class and gender /sexual orientation. Reasonable accommodation or any other special needs will be provided in all parts of the hiring process. If you require any accommodation, please advise Human Resources. As a condition of employment, all new hires must show proof of vaccination (2 doses) with vaccines approved by Health Canada, unless they have an exemption from vaccination under the Human Rights Code. Also required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted. No phone calls please. DPNCHC is a perfume-free environment.