



The Community Health Centres of Northumberland (CHCN) is a community-centred primary health care facility. With a vision rooted in providing comprehensive primary care services, delivered by an interdisciplinary team of professionals to promote healthy communities, we offer a range of community-based service.

The CHCN has opening(s) for **Program Admin Volunteer (Community Team)**

Reporting to the Community Team, volunteers will be responsible for a variety of administrative tasks to help support the day-to-day functions of the Community Team. Program Admin Volunteers will provide a valuable service to the Community Team by ensuring common tasks, such as, reminder calls, filing, material prep, and assisting with program set ups are completed in a timely manner.

We are looking for individuals who are able to commit to volunteering for a minimum of 3 months, making a 2-3 hour weekly or bi-weekly commitment. The individual will be working on-site.

All volunteers will take part in a general orientation and job specific training. Volunteers will also be trained on specific policies and procedures that are relevant to this position. The required training will be completed prior to starting in the volunteer role.

Responsibilities

Admin Role #1

- Conduct reminder phone calls for various community programs.
- Prepare, clean up and organize files, brochures, program material etc.
- Occasionally assist with the set-up of community programs and events.
- Print, cut, laminate, and organize various program materials for community programs and health boards.

Admin Role #2 (Computer skills required)

- Inputting clients visits to the Food Cupboard in Link2Feed web portal
- Data entry by hand and Excel Spreadsheets
- Entering program data/stats into EMR (Electronic Medical Record) system

Both Roles

- Complete and submit volunteer hours to Community Team or designate.
- Participate in mandatory volunteer training and orientation.
- Adhere to policies and procedures related to health, safety and quality matters to ensure employee, volunteer, and client safety.
- Ensure all near-misses and incidents are promptly and accurately reported to the Community/Counselling Team or designate.
- Ensure confidentiality and privacy of client's names and responses.



Qualifications

- A completed criminal record check with a vulnerable sector check is mandatory.
- Consistent and dependable availability.
- Accuracy and attention to detail.
- Punctual and organized.
- Multitasking skills and the ability to be flexible.
- Computer skills an asset.

Working Conditions

- The work is performed on-site independently, with minimal to moderate supervision.
- Hours of work will be determined by the supervisor and based on volunteer's availability ideally between the hours of 9:30am to 3:00pm Monday to Friday.

Physical and Mental Requirements:

- Must be able to sit for a few hours at a time.
- This work can be described as monotonous and often includes carrying out repetitive tasks.
- May require prolonged screen time of 2-3 hours.
- Must be able to write/type for an extended period of time, up to a max of 2-3 hours

To Apply:

Any interested candidates should fill in a volunteer application form and submit by email to Amanda McConkey at amcconkey@porthopechc.ca indicating **Program Admin Volunteer (Community Team)** in the subject line or drop off at the CHCN Attention: Amanda McConkey.