



West Elgin
Community
Health Centre

WECHC
Celebrating
25 years
1994 - 2019

JOIN OUR
TEAM

ABOUT US:

The West Elgin Community Health Centre has served our rural communities for nearly 29 years. We work alongside extraordinary people at the Centre. We are very proud to be a part of an alliance of community health centres across the province where we focus on improving the health and wellbeing of people and communities. We continue to value and advocate for a more inclusive society.

We believe that housing, education, food and the environment all play a role in health and well-being. We also believe that language, literacy and poverty should not get in the way of receiving great care.

Our team provides primary health care, illness prevention and health promotion services as well as a range of community programs primarily to the residents of Dutton Dunwich and West Elgin municipalities. Our diabetes services are open to anyone and are offered at multiple locations in Elgin County.

We strive for a healthy and supportive work environment valuing compassion, excellence, collaboration, accountability, respect and equity. Our vision supports a vibrant and caring community, people and workplace and is demonstrated by the Centre's 2021 Healthy Workplace award and 2023 CMHA recognition for workplace mental health initiatives.

APPLY TODAY!

Open Until October 20, 2023

Send resume by mail or e-mail to:
Debra Auterhoff, Human Resources
dauterhoff@wechc.on.ca

West Elgin Community Health Centre
153 Main Street, West Lorne, ON, N0L 2P0

Visit the Centre's Website:
<https://wechc.on.ca/>

Volunteer and Community Support Services Coordinator

Permanent Part-Time (based on 30 hours a week)

Primary Responsibilities:

The Volunteer and Community Support Services (CSS) Coordinator is responsible for Centre-wide volunteer services including the recruitment, onboarding, engagement, retention, and scheduling of volunteers and student placements. This position also oversees the CSS programs with the Life Enrichment Program Lead, the CSS/AL Administrative Assistant and the Transportation Drivers reporting to this role.

What Do you Bring to the Position?

- * Post-secondary degree, diploma or certificate in a field related to seniors and/or adults with disabilities required.
- * Minimum of five years' experience working with seniors and/or adults with disabilities in a community setting preferred
- * An appreciation of living in rural communities and potential challenges and resources available, an asset.
- * Minimum of three years' experience in a leadership role preferred.
- * Experience leading and engaging volunteers required. Volunteer coordination formal training preferred.
- * Event planning experience an asset.
- * Current CPR/First Aid, and Food Handling certificates or willingness to obtain upon employment required.
- * Willingness and ability to travel as required where public transportation is not available is required.
- * Experience in finances/budgets, data entry / electronic charting.
- * Flexibility to work evenings/weekends as needed.
- * Verification of full Covid-19 vaccination status (minimum 2 doses) or verified medical exemption required.
- * As we support vulnerable client populations, the successful candidate will submit a vulnerable sector police clearance as a condition of employment.

As this position is new and part of the CSS/AL reorganization, the job description may undergo updates as people settle into their new responsibilities and work flow.

The Centre is committed to a respectful, diverse, accessible and inclusive work environment. We encourage and welcome applications from persons with disabilities and a broad range of cultural, ethnic, racial and gender identities and expression. Reasonable accommodation will be provided in all phases of the recruitment process.