

Position: COVID-19 Program Assistant (4 mos Contract)

Number of Positions: Two (2)

Location: Kitchener (Anselma House); Cambridge (Haven House)

Pay Rate: \$20.60 per hr plus 4% in lieu of benefits

Who Are We? Women's Crisis Services of Waterloo Region provides emergency shelter to women and children fleeing abusive relationships. We operate two shelters: Anselma House in Kitchener and Haven House in Cambridge. Our facilities operate on a 24/7 basis. We believe that everyone deserves to live a life free from abuse. Our team has created a supportive working environment helping individuals continuously learn and grow with a focus on growing from within.

**WCSWR supports women, transgender and gender-diverse individuals.*

Make a difference while building your career with WCSWR, voted Waterloo Region's #1 Not-For-Profit! by "The Community Edition"

What makes WCSWR a great place to work?

- Dynamic workplace culture with a strong sense of team
- Professional development with opportunities both on-site and off-site with industry leading experts to develop skills and knowledge on how to better support women and children
- Work environment that supports diversity, equity and inclusion
- A team that is passionate about helping others

Education / Experience Requirements

- Secondary school graduation; diploma in healthcare management/services, Personal Support Worker would be an asset. Preference will be given to those who have experience working in a non-for-profit setting.
- Valid driver's license, valid insurance and reliable vehicle.
- Must be available to work flexible hours (evenings and weekends as needed).

Position

The COVID-19 Program Assistant is a temporary full-time position and will assist in providing support and coordination of COVID-19 program management. We are looking for individuals with a positive attitude, excellent communication skills and the ability to adhere to strict safety protocols.

Skill Requirements:

- Demonstrated effective communication skills (both written and verbal)
- Excellent interpersonal skills
- Ability to follow guidelines and enforce safety protocols
- Ability to work a flexible schedule to include evenings and weekends
- IPAC Knowledge
- Possess a clear understanding of outbreaks and the ability to partner and communicate with Public Health
- Ability to exercise sound judgement under stressful situations
- Ability to understand and protect confidential information



- Strong organizational skills, with demonstrated ability to prioritize and provide attention to detail
- This position would be ideal for a PSW, RPN, Nursing Student or an individual with health and safety experience
- Proficient in Microsoft applications (Excel/Word/PowerPoint)
- Work with minimal supervision both independently and as a member of a team

Job Description

- Provide active screening for staff and residents
- Assist with COVID testing procedures
- Assist with sanitization procedures
- Ensure COVID signage is current and up to date
- Assist Food and Nutrition with delivery of meals to residents
- Maintain inventory of adequate PPE supplies
- PPE Monitoring
- Other duties as required

Employment Requirements:

- Vulnerable Sector Police Record Check
- One Step Tuberculosis Skin Test
- Proof of COVID-19 vaccinations

How to Apply

Please submit cover letter and resume to ATTN: Human Resources hr@wcsvr.org

Women's Crisis Services of Waterloo Region welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection. We encourage applicant's representative of our diverse community!