



KANESATAKE HEALTH CENTER INC.

Job Opportunity

Position: Activity Coordinator

Location: Riverside Elders Home

Type of Position: Permanent, part time

Working Hours: Twenty-Five (25) hours per week

Field of Activities:

Under the authority of the Executive Director, and under the direct supervision of the Manager of Riverside Elders Home, the Activity Coordinator develops and plans activities, outings and events for the residents living at Riverside.

The Activity Coordinator has a responsibility to remain aware of and adhere to all policies and procedures, including those that relate to client and staff safety, quality improvement and risk management.

** Job Description is available upon request.*

Requirements:

- Secondary school required;
- Must have a passion for working with and assisting elderly persons;
- Must be able to communicate in two of the three languages (English, French, Mohawk);
- Must have excellent communication skills and the ability to exercise good judgment;
- Must be able to work both autonomously and within a team setting;
- Must have knowledge of event planning practices and techniques;
- Must have proficient computer skills;
- Must have initiative, good organizational skills, ability to meet deadlines, be flexible, and responsible;
- First Aid/ C.P.R training is mandatory (Provided by the Kanesatake Health Center Inc.);
- Must be able to respect confidentiality (Oath of Confidentiality must be signed);
- Valid Quebec Driver License;
- An understanding of the health, social and community service sector;
- An understanding of the Mohawk culture is required.

Salary: \$15.00 per/hour

Applications: All interested candidates must submit their curriculum vitae and a cover letter to the attention of:

Kanesatake Health Center Inc.
Joyce Bonspiel-Nelson, Executive Director
12 Joseph Swan
Kanesatake, Quebec J0N 1E0
Jb.nelson@kanesatakehealthcenter.ca

**Only the selected candidates retained for an interview will be contacted*