



**RENFREW COUNTY AND DISTRICT HEALTH UNIT
EMPLOYMENT OPPORTUNITY
HEALTH PROMOTION ASSISTANT**

Competition #HPA 18-20 (Permanent, Part-time)

The Renfrew County and District Health Unit has an opening for a Health Promotion Assistant within the Health Promotion Division.

- General Duties:** The Health Promotion Assistant is responsible for providing general support to the Health Promotion Division team. Duties include preparing and disseminating health promotion materials, assisting with health promotion activities in the field, performing reception, computer operation and other general secretarial tasks.
- Qualifications:**
- Post-secondary computer, secretarial or business courses;
 - High skill levels in word processing and computer applications applicable to secretarial functions (Microsoft Office Suite);
 - Good communication skills, both oral and written;
 - Fluency in both English and French is preferred;
 - Ability to work independently and cooperatively as part of a team;
 - Flexibility and adaptable to new or changing assignments;
 - Excellent organizational skills and attention to detail;
 - Acceptable criminal reference check required;
 - Valid Ontario 'G' Driver's License and own vehicle required.
- Location:** Pembroke, Ontario
- Hourly Rate:** \$ 22.57 to \$25.92 plus (Vacation Pro-rata, 14% in-Lieu of Benefits)
- Posted Date:** July 20, 2018
- Closing Date:** Applications must be received no later than **4:00 p.m. on August 3, 2018**

Please send your cover letter and resume, stating applicable Competition #HPA 18-20 to:

Renfrew County and District Health Unit, Corporate Services
7 International Drive
Pembroke, Ontario K8A 6W5
EMAIL: jobs@rcdhu.com
(in MS Word or PDF format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available upon request. Applicants are asked to make their needs known in advance. No telephone calls please.
