

## INTERNAL/EXTERNAL POSTING

Inviting applications for the position of:

### Community Health Assistant – Canada Summer Jobs

Location: Smiths Falls  
Hours: 1.0 fte – 70hrs bi-weekly  
Term: to Aug 31, 2026  
Salary Range: \$20.88 hourly  
Start date: as soon as possible  
Existing Vacancy: no

#### Who we are:

Rideau Community Health Services (RCHS) is a non-profit, community-governed health and social service agency that provides comprehensive primary care, health promotion and community development services. Working with partners to provide integrated health and wellness services for various communities throughout Leeds, Grenville and Lanark counties.

#### What we offer:

- Competitive Rates
- Pension Plan - HOOPP
- Team Work
- Professional Development opportunities
- Work/Life Balance and Supportive Culture

#### About the Role:

This position is being advertised under the Canada Summer Jobs (CSJ) initiative. To be eligible for this position, you must be between **15 and 30** years of age on the start date of the job. You also must be a Canadian citizen, a permanent resident or a refugee under the Immigration and Refugee Protection Act. You must also be legally entitled to work according to relevant provincial legislation and regulations. International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

**Submit your expression of interest in the form of cover letter and resume by April 27,2026**

To Human Resources [hr@rideauchs.ca](mailto:hr@rideauchs.ca)

All applications are considered confidential. AI screening is not used in hiring.

RCHS is accountable to employees, clients and to the government of Ontario for meeting the standards set by the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA") and its regulations. RCHS is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require an accommodation to fully participate in the hiring process, please call 613-269-3400, ext. 228.

**POSITION TITLE:** COMMUNITY HEALTH ASSISTANT (*CANADA SUMMER JOBS PROGRAM 2026*)  
**DEPARTMENT:** COMMUNITY SERVICES  
**REPORTS TO:** MANAGER, COMMUNITY SERVICES

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**SUMMARY:** As part of the Community Services team, the Community Health Assistant assists the community services and health promotion teams in program planning, research and evaluation. This will include working directly with individuals, communities, and partners of RCHS, as well as front line providers and managers. (The Community Health **Assistant** provides information and connection to appropriate supports and services to promote better overall health outcomes.)

**REPRESENTATIVE ACTIVITIES:**

- Assists in the planning and evaluation of programming within the community services team, including:
  - Evaluation of group programs within the diabetes education and nutrition programs
  - Support the creation of a Food Framework for RCHS, which may include assisting staff with research, obtaining stakeholder input, connecting with community partners.
  - Support to health promotion and community services teams in delivery of food-related programming
- Prepares reports and makes recommendations related to RCHS programming.
- Liaises with community groups and other agencies in order to raise awareness.
- Contributes to the development of education and public awareness resources.
- Develops relationships and collaborates with community agencies to ensure health promotion programming reflects community needs

**COMMON RESPONSIBILITIES:**

- Work in a manner that preserves confidentiality and seeks to minimize risk
- Work in a manner that incorporates health promotion and recognizes the determinants of health
- Incorporate and strengthen collaborative and interdisciplinary teamwork
- Respect and value the diversity of communities and individuals
- Promote awareness of and participate in RCHS activities
- Contribute to the work by participating in meetings and committees
- Work both regular and extended hours of operation in locations identified by RCHS
- Support and comply with the Occupational Health and Safety policies and procedures
- Protects clients and employees by adhering to infection-control protocols.

**QUALIFICATIONS:**

- Working towards a degree in a health-related discipline, social sciences or public policy.
- Demonstrated ability to work effectively as a member of an interdisciplinary team and with partners.
- Competence in standard business software such as Microsoft Office.
- Experience working with a broad range of populations and knowledge of the impact of the social determinants of health in our communities
- Excellent organizational, problem solving and interpersonal skills.
- Excellent communication skills, both oral and written.
- Experience and understanding of rural communities and rural health needs.

**OTHER**

- Ability to work flexible hours based on program needs
- Valid Driver's license
- Canadian criminal record check and a vulnerable sector check that are satisfactory to RCHS