



## Pathways Health Centre for Children, Sarnia

Pathways Health Centre for Children is a family-centred community agency serving children and youth with physical, developmental and communication needs and their families as well as adults for selected specialized services in Lambton County. The Centre provides a full range of family-centred rehabilitation and support services. Aquatic programs in our therapeutic pool are open to people of all ages and abilities in the community. There is also an integrated childcare service (C.A.C.H.É.) on site.

**Pending approval for funding under the Canada Summer Jobs Program**, we are recruiting for one (1) summer contract position to join our team of professionals as an:

### Information Technology (IT) Technician

The successful candidate will be responsible for the provision of for monitoring, maintaining and assisting with various day to day IT related issues as well as project work related to the HRIS platform.

#### KEY RESPONSIBILITIES:

- Assist with IT Administration
- Assist with Database Connectivity
- Hardware and Software Updates and Maintenance Approved by the Network Administrator
- Maintain and Update Intranet/Website as Required
- Corporate Services Support

#### QUALIFICATIONS, KNOWLEDGE AND SKILLS:

- Post-secondary education in Information Technology is required
- Must possess strong verbal and written communication skills, be well-organized, and have the ability to maintain accuracy in a detailed environment
- Knowledge of Active Directory, MS Exchange Server, Citrix, WIFI Management, and TCP/IP Network Protocol an asset
- Integrity to work with highly confidential personnel information
- Available to work flexible hours including evening and weekend work as necessary
- Valid Ontario Driver's License and adequate liability insurance or have ongoing access to a vehicle and driver, must be able to provide own transportation to special events
- A Police Vulnerable Sector Check is required

**This position is available through funding from Canada Summer Jobs (The Government of Canada) and as such applicants must meet all the following criteria to be eligible:**

- be between 15 and 30 years of age (inclusive) at the start of employment;
- be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*; and
- be legally entitled to work according to the relevant provincial / territorial legislation and regulations

\*International students are not eligible

#### **SALARY: \$15.50/hour**

Pathways Health Centre for Children strives for inclusivity and representative hiring practices to respond to the communities we serve. The agency welcomes applications from visible minorities, Indigenous persons, persons with disabilities, immigrants/refugees, persons of any sexual orientation, and persons of any gender identity or gender expression. Pathways is committed to employment equity and diversity in the workplace.

Accommodations are available for applicants with disabilities throughout the recruitment process.

Interested applicants are requested to email their resume and cover letter **by 4 pm March 31, 2023** to:

**[HR@pathwayscentre.org](mailto:HR@pathwayscentre.org)**

Thank you in advance for you interest; only those selected for an interview will be contacted.