

JOB POSTING

Program Support Staff (Casual) – Valley East

Position Status:	Casual
Hours of Work:	Mornings, afternoons, evenings and weekends as needed
Starting Salary:	\$19.60 per hour
Location:	Position requires travel to different locations in the Valley East Area

This posting is for an active vacancy and will remain open until the position is filled.

Our Children, Our Future/Nos enfants, notre avenir (OCOF/Nena) is a mission-driven organization dedicated to meeting the diverse needs of children, families, and communities through inclusive, impactful programs and services. Rooted in values and guided by long-term vision, OCOF/Nena operates with a clear focus on positive social change, professional excellence, and sustainable growth.

RESPONSIBILITIES:

The Casual Support Staff Worker role involves assisting program staff with daily operations, including transporting and setting up materials, maintaining a clean and organized space, and supporting the engagement and supervision of children while caregivers are participating in program.

QUALIFICATIONS & SKILLS:

1. Must be 18 years or older
2. Located in or able to work in the Valley East Area
3. Ability to provide a clean criminal reference check with a vulnerable sector check
4. Able to lift and carry up to 40 lbs/18.2 kg as needed
5. Valid "G" Ontario driver's license and access to a reliable vehicle is considered an asset
6. Skills
 - o Ability to work fluently, orally and in writing, in both official languages, French and English is considered an asset.
 - o Dependable, patient and supportive

Additional Considerations:

- This position requires regular lifting and carrying of children, program supplies, and program equipment (up to 40 lbs/18.2kg)

HOW TO APPLY

Please submit your application to:

Attention: Nicole McMurray, Assistant Director, Family Services

Subject Line: Program Support Staff (Casual) – Valley East

By Email: Nicole.McMurray@ocof.net

EQUITY, ACCESSIBILITY & RECRUITMENT TRANSPARENCY:

Our Children, Our Future/Nos enfants, notre avenir (OCOF/Nena) is an equal opportunity employer committed to building an inclusive, diverse, and accessible workplace. We encourage applications from Indigenous, Black, racialized, 2SLGBTQ+, and differently abled individuals, as well as members of equity-deserving communities.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation is available throughout the recruitment and selection process. Applicants are encouraged to make their needs known in advance.

This recruitment process may use automated tools or artificial intelligence to support application screening and candidate review. These tools do not replace human decision-making in the hiring process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.