South Coast Wellness
Addiction and Mental Health

76 Victoria St., Simcoe, ON N3Y 1L5
Toll Free: 1-877-909-4357 Ph: 519-587-4658
110 Ramsey Dr., Dunnville, ON N1A 1K8

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| **POSTING NUMBER: 2026-13RP** | **POSTING DATE: November 4, 2026** | **RATE OF PAY: $26.18 – $34.26** |
| **POSITION TITLE: Program Assistant** | **PROGRAM:** Resources for Hope | **POSITION STATUS: Temporary Full Time (up to 18 months)** |
| **REPORTS TO: Clinical Service Manager** | **EMPLOYEE GROUP:** Non-Union | **HOURS OF WORK :** 35/week |
| **LOCATION:** Haldimand and Norfolk | | |

Adhering to the Vision, Mission, Values and Goals of South Coast Wellness Addiction and Mental Health the Program Assistant works within the Achieve Mental Health Wellness & Recovery Centres to facilitate and support individuals with their recovery process through the delivery of social recreation, education, peer support and advocacy. Utilizing education and skills combined with lived experience with mental illness and/or addiction to provide hope, inspiration and support to individuals to move forward with their recovery

## QUALIFICATIONS:

- Diploma in Social Services.
- Registration with the Ontario College of Social Workers and Social Service Workers.
- Personal, lived experience with mental illness and/or addiction, willing to self-identify and share experience of recovery.
- Demonstrated understanding of Recovery Model Framework.
- Preferred completion of Non-Violent Crisis Intervention and Suicide Intervention skills training, or willingness to complete.
- Current First Aid/CPR.
- Group facilitation skills.
- Willingness to work flexible hours.
- Individual must possess a valid driver's license, a reliable vehicle, and a clean driving record.
- Competency in Standard corporate software (Microsoft Office – Word, Excel, Outlook), capabilities in data entries and searches
- Excellent interpersonal and organizational skills
- Strong time management skills and ability to communicate effectively
- Critical thinking and problem-solving skills
- Professional verbal and written communication skills
- Ability to work independently and collaboratively as part of a multi-disciplinary team and other agencies in the community
- Basic understanding of all relevant legislation including PHIPA

## RESPONSIBILITIES: (Duties include, but are not limited to)

- Facilitation and participation in the daily operations of the mental health drop-in program(s) and site(s)
- Provision of peer support, education, coaching, and mentoring with individuals on a one-to-one and/or in group situations
- Support and guide individuals and groups regarding activities of daily living
- Development, organization, and leadership of individual and group social/recreational and psychoeducational activities/groups
- Participation in the development, promotion and delivery of community outreach and education events
- Maintenance of applicable program statistics

- Support of student learning
- Awareness and participation in local community and regional partnerships
- Participation in mandatory training

## TO APPLY:

- Submit a cover letter and updated resume via email to resumes24@southcoastwellness.org
- All submissions must include the Posting Number and position title in the Email Subject line to be considered

## POSTING CLOSING DATES:

**Internal Candidates:** 1600hrs on August 12, 2026
**External Candidates:** Until Filled

*This posting is for Maternity Leave Coverage.*

*All positions will comply and work in conjunction with the Mission, Vision, Goals and Objectives of South Coast Wellness Addiction and Mental Health*

***"Serving Haldimand and Norfolk Counties"***

In order to ensure equal opportunities during the recruitment and selection process, South Coast Wellness provides accommodations for applicants with disabilities, upon request.

South Coast Wellness thanks all applicants for their interest.
Please note, only those selected for an interview will be contacted.