



# Rural Healthcare Work Placement Job Posting

Note: all jobs posted on this website have been approved for funding under the HealthKick Rural Healthcare Work Placement Program. All applicants must meet the following criteria:

- A resident of Huron County
- Demonstrate a keen interest in a healthcare career
- Intend to return to full time studies in a healthcare related area of study in September 2012
- Meet the candidate qualifications as requested by the employer below.

Only candidates who meet these criteria will have their application forwarded to the employer for consideration. Ensure you provide good detail on each of the areas of the application. No resume/cover letter will be forwarded to the employer. If employers wish this additional information they will request it directly from you. Only those candidates selected for interviews by the employer will be contacted. Thank you for your interest in these placements.

Job Number	<b>2012-11</b>
Date Posted	December 19, 2011
Closing Date for Applications	April 1, 2012
Location	Seaforth
Placement Job Title	Project Manager
Proposed start date	May 18, 2012
Proposed end date	August 24, 2012
Candidate qualifications	<p>Computer skills            Transportation            Other            Excellent verbal and written communication            Strong problem solving and time management skills            Ability to manage multiple tasks            Research Skills            Ability to travel if required            Organizational Skills            Work as a Team or Independently</p>
Suitable Education	<p>Secondary school            Post Secondary school in any of the following programs</p> <ul style="list-style-type: none"> <li>☞ Social Work</li> <li>☞ Marketing.</li> <li>☞ Health Care Related</li> <li>☞ Science</li> </ul> <p>Other Qualifications:</p> <ul style="list-style-type: none"> <li>☞ Graphic Design (Marketing Material)</li> <li>☞ Leadership Skills</li> <li>☞ Willingness to Learn</li> <li>☞ Networking Skills</li> </ul>
Job Description	<p>Project Manager - Awareness Project</p> <p>Under the day to day supervision of Andrea Longstaff, the Project Manager will fulfill the following objectives for the Awareness Project. Over the project manager will develop and promote a Epilepsy Family Health Team Awareness Project in all four counties to create a strong relationship with the health care provider, implement our referral program and create the awareness needed in the community.</p> <p>The Project Manager will develop community and public relations, facilitating local partnerships and collaborative awareness projects with the local family health teams. They will generate ideas for awareness project to be unique to the particular FHT (coordination and planning). They will manage and implement the project within the HPBG communities to</p>



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	<p>promote Epilepsy and Seizure Disorders. And act as a liaison and community voice on behalf of EpilepsyHPBG during community outreaches. If needed will be trained to perform public presentations; including communicating with local businesses, media, schools, outreach groups and other potential collaborators. In the development of the project the Program Director is required to research initiatives surrounding epilepsy related resources and support networks within our community. Continue to find and facilitate partner organizations to collaborate with on epilepsy education events and workshops.</p>
Duties & training planned	<p>Training: Epilepsy and Seizure Disorder Training and Education in office          Training: External Presentation , Webinars and Education Sessions Available          Training: Networking opportunities in Canadian Epilepsy Alliance Organizations          Duties: Develop the model for the FHT Awareness Project          Duties: Form Relationships within the FHT on the behalf of Epilepsy HPBG          Duties: Participate in Training and Education Opportunities          Duties: Complete and Submit Monthly Evaluations and Summaries          Duties: COmmunication- Making phone calls, emails and presentations to various organizations          Duties: Researching Partnering and Sponsorship Opportunities          Duties: Research other FHT partnering, print media and related opportunitites for Epilepsy Awareness          Duties: Keeping record and files of new contacts and informations gathered          Duties: Creat Displays , Set up Displays and design print material          Duties: Meet with Partners          Duties: Updating Website, facebook and twitter          Duties: Compling information</p>
# of Hours per week	30 hours per week
# of weeks	15 weeks
Hourly rate:	\$12.75 per hours
Other details	
<b>How to apply</b>	Complete <b>Student Job Application # 2012-11</b> for this job posting and follow the instructions on the application form.