



PTP Job Description

Job Title: *Student Support / Assessor/ Outreach*
Reports to: *Manager*

Job Description:

The Program Assistant holds responsibility for managing participant enrollment and participation, and managing program/assessment resources. Effective client services of the highest standard should be the Program Assistant/Assessor's main objective in carrying out his/her responsibilities.

Duties and Responsibilities of this position include:

1. *Coordinating and conducting intake assessments*
2. *Determining individual's eligibility for PTP's programs or making appropriate referrals*
3. *Administering and scoring initial and ongoing assessments*
4. *Preparing individual schedules for participants*
5. *Developing and presenting training plans*
6. *Assisting students decide on a Teamworks group*
7. *Conducting Next-Step meetings to review assessment results and assist participants with goal setting*
8. *Providing one-on one student support (e.g., making appropriate referrals to support agencies, assisting in crisis intervention, addressing attendance/punctuality issues, liaising with caseworkers/EI counsellors)*
9. *Monitoring attendance, contact hours and student outcomes*
10. *Reviewing statistical reports on a monthly basis and complete reports as required*
11. *Coordinating and conducting outreach activities*
12. *Assisting the Administrative Assistant to support the centre's daily operations*
13. *Providing back up in the absence of the Administrative Assistant*
14. *Participating in centre meetings as required*
15. *Attending meetings as required*
16. *Adhering to PTP policies*
17. *Undertaking other tasks as assigned*

This position supervises:

- *Volunteers on occasion*