

Job Information

Job Title	Program Assistant (PT)
Department	Community Support Services
Location	The Good Companions Senior's Centre, 670 Albert Street.
Reports to	CSS Supervisor
Type of Position	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Other: Contract (End 03/31/2019)
Term	12 hours per week
Estimated Start Date	As soon as possible
Salary	\$17.75 per hour
Posting Date: Sept. 11, 2019	Closing Date: Monday, September 23, 2019 @ 4:00 p.m.

All interested applicants should submit a cover letter and resume to HR by e-mail to;
akendall@thegoodcompanions.ca **quoting competition**
"COMP: CSS PT Program Assist".

The Good Companions Seniors' Centre is committed to meeting the needs of persons with disabilities in alignment with the key principles of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) of independence, dignity, integration and equality of opportunity. In accordance with this legislation, accommodations will be made for applicants with disabilities throughout the selection process. Accommodations will be made available for successful candidates with disabilities upon request.

Key Tasks and Responsibilities

Service

- Coordinates attendance of clients and volunteers at weekly grocery shopping trips.
- Works in collaboration with the Chinese Community to encourage access to Community Support Services (CSS) programs for Ottawa Chinese Community clients.
- Receives and responds to incoming calls to Community Support Services using InterRAI PS/CHA assessment process to screen and complete intakes;
- Responds professionally to requests for CSS services;
- Collects; records and maintains accurate statistical data needed for reporting purposes.
- Makes follow-up calls to clients to ensure that CSS services meet standards of quality.

Organizational

- Fulfills The Good Companions' mission, vision and values;
- Develops knowledge of and excellent working relationship with the Ottawa Chinese Community.
- Works with an open, friendly and professional approach toward members, clients, volunteers, independent contractors, community representatives and students as they participate in the Corporation;
- Disseminates information to members, volunteers, clients and the community;
- Maintains up-to-date professional skills and knowledge through formal and informal training;

- Complies with all mandated legal/regulatory requirements related to working at The Good Companions (e.g. Occupational Health and Safety, standards of professional conduct, confidentiality);
- Maintains awareness of, and compliance with The Good Companions policies and procedures;
- Attends CSS department and all staff meetings as required;
- Meets regularly with CSS Supervisor.

Qualifications

Education

- Degree/Diploma in one of the following areas: Social Services, Social Sciences, Gerontology or Nursing.

Experience

- 1-2 years working with older adults or persons with a physical disability;
- Experience working with the Ottawa Chinese Community.

Operational Requirements

- Negative Police Record Check for Working with the Vulnerable;
- C.P.R. and First Aid Certificate, required annually.
- Additional mandatory training as required

Skills Required

- Excellent communication skills preferably in English, Mandarin and/or Cantonese
- Client intake and assessment;
- Computer literacy; database preferably CIMS, and MS Office;
- Ability to prioritize workload;
- Work as part of a team.

Abilities

- To understand the needs, interests and concerns of older adults and persons with a physical disability;
- Non-judgmental and open-minded (including diversity awareness, for example, persons with physical disabilities, LGBT, multicultural populations);
- To work in a fast-paced, multi-task environment;
- To coordinate workload and meet deadlines.
- To work positively in a team environment

Working Conditions

- To understand needs, interests and concerns of older adults and persons with a physical disability;
- Non-judgmental and open-minded including diversity awareness, persons with physical disabilities, LGBT (Lesbian, Gay, Bisexual and Transgender) and multicultural clients;
- To work in high demand and multi-task environment;

- To assess situations and make decisions;
- To coordinate workload and meet deadlines.

Disclaimer

This Job Description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.

Because of the changing nature of the work and the work to be done, the job specifications may be changed or altered as required.

The Good Companions Seniors' Centre is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, gender identity, gender expression, culture, religion, racial origins, ethnicity, socio-economic status, age, general appearance, abilities/disabilities and sexual orientation.