

EMPLOYMENT OPPORTUNITY

Job Information

Job Title	Mandarin Seniors' Centre Without Walls Program Assistant
Department	Administration
Location	The Good Companions Senior's Centre, 670 Albert Street.
Reports to	Seniors' Centre Without Walls Director
Type of Position	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time (3 days per week) <input type="checkbox"/> Other:
Term	2.5 year contract
Estimated Start Date	ASAP
Salary	TBD
Posting Date: April 2022	Closing Date: June 15 th , 2022

All interested applicants should submit a cover letter and resume to HR by e-mail at;
hr@thegoodcompanions.ca **quoting competition**
COMP: Mandarin Seniors' Centre Without Walls Program Assistant.

Preference will be given to internal applicants. We thank all applicants for their interest in The Good Companions Seniors' Centre, but we will only contact those external applicants selected for an interview.

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.

Overview:

Are you passionate about supporting seniors' and supporting their zest for living? Then this is the position for you! The Good Companions has an exciting opportunity for a **Mandarin Seniors' Centre Without Walls Program Assistant**. This position will build on your planning, development and implementation experience, and offers dynamic and rewarding work.

Seniors' Centre Without Walls (SCWW) is a "virtual seniors centre" that offers free telephone-based group activities for isolated seniors 55+, as well as adults with disabilities who may be unable to leave home for extended periods of time. Through the use of group telephone calls, SCWW provides health and wellness presentations, educational seminars, musical and special events, brain-stimulating activities, and space to create meaningful connections for those who may feel isolated.

The successful candidate will be a member of the Seniors Centre Without Walls (SCWW) Expansion Team, whose three-year mandate is to partner with other organizations to expand this program across Ontario and into Eastern Canada. The goal of our small but committed team is to have a positive impact on thousands of seniors!

Responsibilities

- Assist in the planning, development and implementation of the MSCWW program and programming;
- Assists in the training of other agencies to deliver programming for Chinese seniors
- Consult with clients, volunteers, referral sources and partners from the Chinese Community, to support access for clients to TGC's programs and services;
- Assist with program planning and development of MSCWW monthly calendar;
- Assist the with program registration (including the creation of attendance lists);
- Assists in the collection and maintenance of program records, client files and statistical data (CIMS and other in-house software);
- Completes client intakes and assessments, and follow ups by telephone;
- Support clients in the Community Support Services Department
- Assures timely, quality program coordination; manages client expectations and wait lists;
- Uses database and software such as CIMS/MS Outlook/Caredove to facilitate programs, and to accurately record and report required data;
- Determines and communicates issues/challenges facing the community and client group;
- Maintains up-to-date knowledge of community resources in order to provide and improve ongoing support and client referrals;
- Ongoing assessment and management of risks for program safety and accessibility;
- Assist in developing, implementing and tabulating MSCWW evaluation;
- Liaises with other agencies that provide MSCWWs;
- Shares resources with other programs.

Organizational

- Fulfills The Good Companions' mission, vision, values, goals and objectives;
- Works with an open, friendly and respectful approach toward members, clients and volunteers as they participate in The Good Companions programs and services;
- Disseminates information to the members, clients and the community;
- Promotes The Good Companion's programs and services to potential community referring sources, funders and other older adult centres;
- Assists in the development and implementation of long-term planning and policies;
- Complies with The Good Companions' policies, practices and procedures, including Occupational Health and Safety;
- Represents The Good Companions at relevant meetings.

Qualifications

Education

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

Experience

- 2 -4 years working with older adults;
- Current knowledge of Community Resources for seniors;
- Program planning knowledge/experience;
- Knowledge of teleconferencing administration.

Operational Requirements

- The successful candidate will be asked to provide a current Police Record Check for Working with the Vulnerable;
- C.P.R. and First Aid Certificate, required annually;
- Computer literacy - advanced skills using various computer programs and applications.

Skills Required

- Proficiency with MS Office (Word, PowerPoint, Excel, Outlook), CIMS database;
- Excellent communication skills in Mandarin and/or Cantonese;
- Accuracy in providing written material and statistical reporting.

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, LGBTQ2+, multicultural populations);
- To work in a multi-task environment;
- To coordinate workload and meet deadlines;
- To work positively in a team environment.

Working Conditions

- In-lieu, overtime, as required;
- Availability to work scheduled evenings and weekends.

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 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.