

Chinese and Newcomer Program Assistant

POSITION TITLE: Chinese and Newcomer Program Assistant	STATUS: Canada Summer Jobs Student Position – 9 weeks
DEPARTMENT: Seniors	# HOURS / WEEK: 30
REPORTS TO: Manager, Community Programs	Hourly Wage - \$19
POSTING DATE: May 5, 2023	CLOSING DATE: When Filled

NATURE AND SCOPE: The Chinese and Newcomer Program Assistant is available in our Senior Services department, under the direction of the Manager, Community Program. This position will provide a variety of services to our Cantonese, Mandarin and other newcomer clients including the planning and implementation of programs to improve nutrition, physical wellness, social interaction, translation, and referrals in order to help clients to maintain a consistent quality of life in their homes and in the community of Beaches-East York.

This position will work primarily out of 11 Coatsworth Ave, M4C 5P8, 8 Amroth Ave, M4C 4H2 and 10 Gower Ave, M4B 2E9.

DUTIES:

- Assist with outreach to underserved newcomers
- Assist in the implementation, monitoring and evaluations of programs and activities
- Implement programs assisting clients to overcome barriers, access services and resources, develop skills, remain healthy, and network within their communities and the wider society
- Perform verbal and written translation for clients; from and to English, Cantonese and Mandarin
- Provide input to the team leader and/or Manager on issues such as not but limited to; fluctuations in attendance, suggestions from clients, etc.
- Report any changes in clients' physical or emotional health, as well as service needs and concerns
- Assist in planning, shopping, preparing, and serving meals for appropriate food programs within Canada's food guide guidelines
- Maintain statistics, attendance, client files on the CIMS database and other documentation as required
- Assisting in recruiting and training volunteers, who may lead programs, where appropriate
- Perform other duties, appropriate to the position, as required.

SUPERVISION AND MENTORING PLANS:

The youth will receive ongoing mentorship and training from the onsite experienced Community Workers, Chinese Program. The Manager, Community Programs, NLSS will also provide supervision oversight. Regular feedback will be provided along with a performance review.

CAREER RELATED WORK EXPERIENCE:

This position would provide job related experience for youth wanting to pursue or who are currently pursuing post secondary education in programs such as; Social Services, Community Work, Social Work, Health Sciences, Gerontology, Activation.

In order to apply for this position, you **must** be 15 to 30 years of age. You must be a Canadian citizen, permanent resident or a person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and be legally entitled to work in Canada.

To apply, submit your application with "**Chinese and Newcomer Program Assistant**" in the subject line of your email to: **summerjobs@tngcs.org**