

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

JOB SUMMARY: Work with Community Workers, Transportation staff, Management and other staff to provide a variety of services to clients including: conducting routine monitoring, communicating changes in clients' physical or mental condition, friendly visiting, drive and escort clients to and from appointments and shopping, help with intake duties, assist with special senior initiative's and projects, respond to NSNF clients.

Consult with the Senior Manager when a client's care requirements exceed routine monitoring. Be available to assist staff with escorts, client shopping, friendly visiting, intake duties and provide for staff coverage- vacations, illness, etc

Hours of work are 30 hours per week, on a schedule that may include evenings and weekends. The position is for 8 weeks.

DUTIES:

- Assist Community Workers and other staff in providing a variety of services for a caseload of 350- 500 clients including routine monitoring, advocacy, internal/external referrals, and escorts to medical appts
- Inform the Community Workers and/or Manager of changes in the physical or emotional health of clients in their caseloads.
- Ensure that statistics, client files and all other documentation is accurate by collecting information, entering data input and preparing necessary reports.
- Participate in team meetings, attend regular agency meetings to keep abreast of updates within the agency
- Maintain knowledge of community resources
- Maintain client confidentiality and adhere lo TNG policies and procedures.
- Perform other duties, appropriate to the position, as required.

REQUIREMENTS:

- The ability to work with minimal supervision, and to coordinate a variety of services
- Excellent interpersonal skills
- The ability to work as a member of a team
- Preparedness to experience occasional exposure to unsanitary conditions and contagious disease, as well as irate and abusive parsons.
- The physical strength and ability to undertake frequent light to moderate lifting, occasional heavy lifting, and frequent walking, bending, stretching and pulling
- The willingness and flexibility to alter personal schedules to meet appointments of absent staff, students or volunteers, or to accommodate other emergencies

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 “**Community Worker Assistant**” in the subject line of your email to: summerjobs@tngcs.org

The organization is committed to diversity, equity and accessibility in accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources Administrator will make every reasonable effort to accommodate the needs of applicants requesting accommodation at any stage of hiring process.