

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

**NATURE AND SCOPE:** The Intensive Case Manager Assistant is available in our Senior Services department, under the direction of the Senior Manager, Community Support. This position will provide a range of challenging experiences, including working with complex, high care needs elderly clients who have mental health and/or addiction issues. The youth will work directly with our Intensive Case Managers to help support elderly individuals to live in their own homes as long as possible.

This position will work primarily out of 3036 Danforth Ave, M4C 1N2.

**DUTIES:**

- Work with senior clients living in the community of Beaches-East York and assisting in their case management
- Escort clients to medical and non-medical appointments
- Visit clients weekly, or as frequently as necessary in order to monitor their physical, mental and psychological well-being.
- Assisting with client assessments and reassessments using the InterRAI CHA tool
- Assist with advocating on behalf of clients with hospitals, doctors, social service agencies, government departments, clients' families, and community groups. Provide assistance when appropriate in negotiating with landlords, social service agencies and government departments, and advise clients of their rights and obligations.
- Entering and documenting data accurately into a database (CIMS experience preferred)
- Attending team meetings
- Providing administrative support including Intake duties as required
- Perform other duties, appropriate to the position, as required.

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.

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To apply, submit your application with “**Intensive Case Manager Assistant**” in the subject line of your email to: [summerjobs@tngcs.org](mailto:summerjobs@tngcs.org)