

POSITION TITLE: Seniors Centre Program Assistant	STATUS: Canada Summer Jobs Student Position – 9 weeks
DEPARTMENT: Seniors	# HOURS / WEEK: 30
REPORTS TO: Senior Manager, Senior Services	Hourly Wage - \$19
POSTING DATE: May 16, 2023	CLOSING DATE: When Filled

JOB SUMMARY: This position will work with the Senior Manager, Senior Services, the Seniors Program Team lead and two Elderly Person’s Facilitators, to provide programs, community and congregate dining; including shopping for the congregate dining locations and coverage of programming volunteers. The Seniors Programs Assistant will assist the staff to provide continuous quality improvement procedures while helping to ensure that programs offered meet the needs, interests, and preferences of clients.

Hours of work are 30 hours per week, on a schedule that may include evenings and weekends.

DUTIES:

- Monitor and evaluate the quality of programs to ensure that standards of quality and effectiveness are maintained, and that outcomes are met.
- Attend Advisory Committee meetings to receive feedback from clients and suggestions for improving the program offerings
- Assist the staff to shop for groceries and program supplies, prepare food for community and congregate dining events in compliance with all applicable regulations, and that there are staff scheduled with food handling certification.
- Assist the staff to prepare food, separate and package food/ store food according to food handler’s recommendations for safe food storage and ensure that proper hand washing guidelines are adhered to
- Inform all relevant staff of developments relating to clients.
- Maintain knowledge of community resources and keep up-to-date with changes in best practices for the delivery of senior’s programs through courses, conferences, literature, and visits to colleague agencies
- Use volunteer resources to enhance the programs offered by TNG.
- Represent the agency at meetings to promote the aims and activities of TNG to discuss common problems, and to share information and advice
- Maintain client confidentiality and adhere to TNG policies and procedures.
- Participate in team meetings, regular staff meetings, agency events and fundraising activities (i.e., the annual canvass), as required.
- Perform other duties, appropriate to the position, as required.

REQUIREMENTS:

- A good working knowledge of the policies and objectives of the agency, and of the social, legal, and health care services available to seniors in the community.
- Excellent organizational and communication skills
- Demonstrated ability to develop, implement and evaluate programs ability to motivate senior clients and to encourage a team approach to client service
- Proficient in MS Word, use of the internet, and maintaining information in a database
- Skill and patience to deal with and resolve the concerns, conflicts and issues expressed by clients, staff, volunteers, and others.

- Preparedness to experience occasional exposure to unsanitary conditions and contagious disease, as well as irate and abusive persons.
- The willingness and flexibility to alter work schedules and regular duties to accommodate uncommon needs of the department and/or the agency.

QUALIFICATIONS:

- Previous experience with seniors, or people with disabilities

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.

Please submit your Cover Letter and Resume, using the subject line “Seniors Centre Program Assistant” to:
Or E-mail: summerjobs@tngcs.org