

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

**JOB OPPORTUNITY**

**Job# TNG2023-170**

<b>POSITION TITLE:</b> EPC and Program Facilitator	
<b>DEPARTMENT:</b> Independent Living	<b>STATUS:</b> Regular Full-time, CUPE 7797
<b># HRS / WEEK:</b> 35	<b>CONTRACT DATES:</b> n/a
<b>REPORT TO:</b> Senior Manager, Community Support	<b>HOURLY RATE:</b> \$23.84
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** Determine the needs of clients and plan appropriate programs. Provide a variety of programming to clients, including, but not limited to; health promotion, social recreation, and congregate dining to assist clients in maintaining a consistent quality of life. Advocate for clients and make appropriate referrals to additional services as needed. This position reports to the Senior Manager, Community Support and is part of **CUPE Local 7797**.

**MAJOR DUTIES:**

- Assist the team lead with the development, implementation, and evaluation of programs including congregate dining at Agency sites.
- Plan, shop for, prepare, deliver and clean up after meals for congregate dining, adhering to the program budget
- Monitor progress of programs, and provide input to the Team Lead and/or Manager on issues such as fluctuations in attendance, suggestions from clients etc.
- Report any change in a client's physical or emotional health, as well as service needs and concerns to the Manager and/or the appropriate Community Worker(s).
- Maintain statistics, program attendance records, client files and other documentation on the computer or other such system as needed.
- Assist with outreach strategies, in cooperation with other staff, to ensure that appropriate clients are aware of the programs available.
- Supervise volunteers, who may lead programs where appropriate, and report their progress, performance and hours of service to the team leader.
- Accurately collect, record and report monies received from programs, and submit such monies and records to the Team Lead or Manager as directed.
- Assist client with daily living activities including but not limited to toileting, hygiene, feeding and other duties appropriate to the position, as needed and as directed by Management.

**REQUIREMENTS & QUALIFICATIONS**

- 2-year diploma from a recognized post-secondary institution in a relevant field such as nutrition or recreational studies
- Three or more years of related work experience working with seniors, and in delivering health promotion, social recreation programs and/or congregate dining.
- Valid CPR/ First Aid certification.
- A valid Ontario G class Driver's License and the ability to drive agency vehicles is an asset.
- Food Handlers Certificate would be an asset.
- A strong knowledge of food safety techniques and the ability to plan and cook for large groups
- An ability to manage available resources and volunteers.
- The flexibility and time management skills to interact daily, weekly or bi-weekly with the various programs. Some client service work may be required.
- The ability to assess clients' situations accurately and to recognize deteriorating social, environmental and/or health conditions
- Preparedness to experience occasional exposure to unsanitary conditions and contagious disease.
- Preparedness to experience exposure to animals, especially dogs and cats, as well as their excrement and dander.
- The physical strength, stamina and ability to undertake frequent moderate lifting, occasional heavy lifting, and frequent walking, bending, stretching and pulling.
- The willingness and flexibility to alter work schedules and regular duties to accommodate uncommon needs of the department and/or the agency.

**To apply, submit your resume with "TNG2023-170" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement