



Malvern Family Resource Centre

90 Little's Road, Scarborough, ON M1B 5E2

☎ (416) 284-4184 ★ Fax 416-293-1997

Website: www.mfrc.org ★ Email: mail@mfrc.org

Seniors Program Assistant JOB POSTING

Summary:

To provide program, research and office support to the expanding services of the Seniors Centre

Responsibilities:

- Support the delivery of seniors programming (x 6 programs per week x 6 weeks) that addresses building social/peer connections to reduce risks for individual's social isolation.
- Work independently and with team to coordinate outings, events and trips around the GTA using public transportation (TTC) for social and emotional benefits for seniors
- Support seniors' events and special activities (i.e. picnic's, game days)
- Identify opportunities for new, sustainable seniors' health and wellness programming that fill in identified gaps in programs/services
- Ensure that agency and standard health and safety protocols are followed
- Maintain effective documentation and reporting
- Review existing programs for seniors at Malvern Family Resource Centre and externally (environmental scan)
- Assist in coordinating outreach events to create awareness of our seniors programs
- Engage with potential partners, volunteers and local stakeholders
- Work with Community & Family programs team to develop new program plans according to the needs and requests for services in Northeast Scarborough
- Support volunteer recruitment and training to build capacity of volunteers
- Conduct evaluations (surveys & focus groups) with peer mentors to determine satisfaction, additional supports needed and for improvements to the peer mentor program
- Follow direction of supervisor to complete projects
- Additional duties as required

Necessary Skills/Qualifications:

- Completion of OSSD and some post-secondary experience in a related field (social service work, social work, community development) or equivalent combination of education and experience
- Skills and experience working with diverse volunteers
- Excellent interpersonal skills and conflict resolution skills
- Multi-tasking abilities, good organizational skills.
- Commitment to anti-racism and non-discrimination practices
- Flexible schedule with ability to work some evenings and weekends
- Willingness and ability to work outdoors for extended periods of time performing duties such as gardening, lifting equipment, harvesting, etc.
- Ability to comply with policies regarding confidentiality, privacy and record keeping
- Ability to work independently and as part of a team
- Police reference check is required

Hours & Rate of Pay:

This position is 6 weeks beginning on July 3rd, 2018 at minimum wage for 36.25 hours per week. Candidates for these position must be between the ages of 15-30 at the start of their employment. Candidates must be registered as full-time students in the previous academic year and intending to return to school on a full-time basis in the coming academic year. Candidates must also be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred and must be legally entitled to work in Canada in accordance with provincial regulations. Candidates must also be able to commit to full contract duration.

Accountability:

Position will report to the Newcomer Settlement Supervisor

Closing Date: Tuesday May 15 2018 5:00 pm - Please send resume and cover letter to asemenuk@mfrc.org as one document with your name appearing 'First Name Last Name – Seniors Program Ass't (SEP)' as the attached file name. Please note that applications will be reviewed and may be contacted on a rolling basis before the closing date. No phone calls please!
Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at aoda@mfrc.org (This address is for accommodation inquiries ONLY. Resumes sent to this address will not be considered



United Way
Toronto & York Region

Satellite Site: 1321 Neilson Road, Scarborough, ON, M1B 3C2

☎ 416-281-1376

FAX 416-281-8898

"Strengthening Families is Our Business"