



## Program Worker Assistant (Spanish Speaking)

### Seniors Programs

5 hours/week, unionized position

External Posting

*Jane/Finch Centre is a community based organization driven by passion, innovation and a strong commitment to social justice, community engagement and collaboration. Our vision is a healthy Jane Finch community – strong, inclusive, socially and politically active through diversity, opportunity and participation. Every year we assist over 16,000 people through our programs.*

*The Seniors Program provides a gateway to accessing appropriate health care information and services through linkages with local health care providers in a multilingual setting. Seniors are encouraged to engage in the development of the programs to ensure that the services provided are relevant and sensitive to their needs.*

#### **The Position:**

The Jane/Finch Centre is currently filling a position for a Program Worker Assistant. This is a 5 hours per week unionized position. The incumbent must speak Spanish.

#### **Accountability:**

The Program Worker Assistant is accountable to the Manager of Seniors and Mental Health Program.

#### **General Responsibilities:**

The Program Worker Assistant will assist with the facilitation of a culturally appropriate seniors program that will support seniors to live independently and increase their access to health care information and services.

#### **Specific Responsibilities:**

Assist the Group Facilitator to:

- Plan, develop and facilitate a weekly seniors program.
- Provide an environment where seniors feel accepted, comfortable and welcome.
- Plan for program activities that enhance senior's knowledge, strengthen their ability to stay healthy and engage them in community activities.
- Develop promotional material and outreach to identify seniors.
- Identify issues affecting seniors and work with other facilitators to respond to the issues.
- Link seniors to community resources.
- Participate in a monthly group facilitators meeting and implement actions from those meetings.
- To take on other tasks as needed.

#### **Qualifications:**

- Demonstrated experience and/or training in working with seniors.
- Knowledgeable about seniors and senior's issues.
- Some group facilitation skills.
- Good problem-solving and interpersonal skills.
- Demonstrated ability to be dependable and responsible.
- Creativity, initiative and a sense of humour.
- Proven commitment to organizational principles of anti-discrimination, anti-oppression and community development.

- Must speak Spanish and have strong English language skills.
- Experience living and/or working in the Jane Finch community a definite asset.

Please submit resumes and cover letters as one attachment to [maureeng@janefinchcentre.org](mailto:maureeng@janefinchcentre.org). Resumes should be received no later than Friday, June 14, 2019 at noon and should reference "Seniors Program Worker Assistant" in the subject line.

We provide accommodation during all parts of the hiring process, upon request, to applicants with disabilities. Applicants should make their needs known in advance.

**APPLICANTS FROM EQUITY-SEEKING GROUPS ARE ENCOURAGED TO APPLY.**