

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House and Neighbourhood Link Support Services.

**JOB OPPORTUNITY
EPC and Program Facilitator**

**Job #
N2017-15**

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 Manager, Community Services, NLSS.

MAJOR DUTIES:

- Assist the team leader with the development, implementation, and evaluation of programs including congregate dining at Neighbourhood Link Support Service 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 Leader 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.
- 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 Leader 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, including vans.
- Food Handlers Certificate would be an asset.
- Self-direction and an ability to organize and coordinate a wide variety of programs and services to assist clients in maintaining independent living.
- A strong knowledge of food safety techniques and the ability to plan and cook for large groups.
- Preparedness to experience occasional exposure to unsanitary conditions and contagious disease, as well as irate and abusive persons.
- 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.

For a complete job description please contact Human Resources

Terms: This is a permanent full-time bargaining unit position

Hours of work: 37.5 hours per week, will include evening and may include occasional weekends

Pay Rate: Level 5, Step 1 \$39,341.00 per annum

Posting Date: July 24, 2017

Internal Closing: July 28, 2017

External Closing: August 1, 2017

**To apply, submit your resume and cover letter with "N2017-15" in the subject line of your email or fax to
Human Resources, Neighbourhood Link Support Services, 3036 Danforth Ave, ON M4C 1N2
E-mail: tcandido@neighbourhoodlink.org Fax: 416 691-8466**

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 and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirements.