

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

JOB OPPORTUNITY

Job #N2018-16

Chinese and Newcomer Program Assistant-Summer Student position

GENERAL DESCRIPTION:

This is a 8-week 30 hours per week summer student contract position reporting to the Manager, Community Programs, NLSS. The student will assist with providing a variety of services to Cantonese, Mandarin and other newcomer clients including the planning and implementation of programs to provide nutrition, physical wellness, social interaction, translation and referrals in order to help clients to maintain a consistent quality of life in their homes and the community.

MAJOR DUTIES:

- Assist with outreach to under-served newcomers,
- Assist in the implementation, monitoring and evaluation of programs,
- Implement programs assisting clients to overcome barriers, access services and resources, develop skills, remain healthy, and network within their communities and the wider society.
- Perform verbal and written translation for clients, to and from English, Mandarin and Cantonese.
- Provide input to the Team Leader /Manager on issues such as fluctuations in attendance, suggestions from clients etc.
- Report any changes in clients' physical or emotional health, as well as service needs and concerns.
- Assist in planning, shopping for, preparing, and serving meals for appropriate food programs within Canada's food guide guidelines.
- Maintain statistics, attendance, client files and other documentation on the computer as required.
- Assist in recruiting and training volunteers, who may lead programs where appropriate.
- Perform other duties, appropriate to the position, as required

REQUIREMENTS & QUALIFICATIONS:

- This position requires that the student be pursuing education in a related field of study from a Post-Secondary Institution (Community College, Technical Institute or University,) preferably from one of the following programs:
 - Social Services, Health Sciences and Community Worker program
- Fluency in either Cantonese or Mandarin is required

To be eligible, students must:

- Be between 15 and 30 years of age at the start of employment
- Have been registered as a full time post-secondary student in the preceding academic year, and intend to return to full time studies in the next academic year
- Be a Canadian citizen, permanent resident or person to whom refugee status has been conferred under the Immigration and Refugee Protection Act and;
- Be legally entitled to work in Canada in accordance with relevant legislation and regulations

Terms: 8 week, 30 hours per week non-bargaining unit contract position

Contract Dates: June 25-August 17, 2018

Pay Rate: \$14/ hour

Posting Date: May 10, 2018 Internal Closing: May 16, 2018 External Closing: May 16, 2018

**To apply, submit your resume and cover letter with "N2018-16," 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.

