

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

Job #N2018-21

JOB OPPORTUNITY
Community Worker, Chinese Program-6 month part-time contract

GENERAL DESCRIPTION: Reporting to the Manager, Community Programs, NLSS. The position works with the Chinese senior clients in the Neighbourhood Link Support Services catchment area, designing, implementing, and evaluating programs that are specific to their needs. This position will recruit, develop, and train volunteers for the program as well as manage a client caseload, providing a variety of services, including non-therapeutic counselling, advocacy, assessment, and crisis intervention in order to assist clients to maintain their independent living.

Scheduled hours of work will be 15 hours per week and may include evening and weekends.

MAJOR DUTIES:

1. Develop, implement, lead and evaluate programs to meet the specific needs of our Chinese senior clients.
2. Develop necessary resources and funding for delivery of these programs.
3. Recruit, develop and train volunteers to assist with program delivery.
4. Review background information for each client, provided by the Manager and other staff. Obtain further information as required through interviews with clients, families, staff, and other agencies. Analyse information to identify and prioritize the needs of each client and prepare or revise an appropriate care plan.
5. Monitor the home situations of clients, provide non-therapeutic advice, counselling and assistance, and notify medical, public health, or social workers, of deteriorating conditions as deemed appropriate.
6. Maintain client documentation, records and files.
7. Develop and implement outreach strategies.
8. Provide direction to staff, volunteers and students as necessary.
9. Collect, record and report monies received from events for which there is a fee charged, and submit such monies and records as required.
10. Speak on behalf of clients with hospitals, doctors, social service agencies, government agencies, clients' families, and community groups. Provide assistance where possible in negotiating with landlords, social service agencies and government agencies. Advise clients of their rights and obligations, and network with agencies to ensure the quality and timeliness of social services.

REQUIREMENTS & QUALIFICATIONS:

- Fluent in both Mandarin and Cantonese.
- A post-secondary degree or diploma from a recognized institution in gerontology or a relevant discipline.
- Two or more years of related professional experience.
- A valid Ontario Drivers License is preferred.
- Knowledge of activation and of the social, legal, and health care services available to seniors in the community.
- Excellent interpersonal and communication skills.
- Self-direction and an ability to organize and coordinate a wide variety of programs and services to assist clients to maintain their independent living.
- An ability to provide advocacy and non-therapeutic counselling, demonstrating a strong sense of involvement with people and a high regard for their rights.
- Basic knowledge of Microsoft Office programs and familiarity with Databases; preferably CIMS.
- The willingness and flexibility to alter work schedules and regular duties to accommodate uncommon needs of the department and/or the agency.

This is a brief summary. For a complete job description please contact Human Resources.

Terms: Contract Part Time bargaining unit position, 15 hours per week

Pay Rate: Level 6, Step 1 \$44,850.00 per annum, pro-rated to the hours of work and the length of the contract

Posting Date: July 5, 2018 Internal Closing: July 11, 2018 External Closing: July 16, 2018

To apply, submit your resume and cover letter with "N2018-21," in the subject line of your email or fax to

Human Resources, 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.