

Job posting, External

Job title: Seniors Facilitator
Classification: Seniors Facilitator
Compensation: \$18.82 – \$19.96 per hour
Hours: 21 hours/week
Start / End Date: ASAP to 31st March 2025
Reports to: Manager, Programs & Services
Posting Date: May 14, 2024
Reference Number: CLU-2024-15
Deadline to apply: Until filled

To apply, submit your cover letter and resume by email to the Executive Assistant at jobs@culturelink.ca, quoting the reference number.

CultureLink is a settlement and community organization with 35 years' experience in developing and delivering services to meet the needs of diverse communities. **CultureLink works within an anti-oppression framework and is committed to equity. This is a bargaining unit position.**

Job Summary:

CultureLink is seeking an energetic person to deliver the activities of our Active and Connected Seniors Program. The Active and Connected Seniors program helps mitigate the long-term psychological, physical and emotional effects of poverty for racialized low-income newcomers, immigrants and older adults 55 years of age or older, living in South-Parkdale. Supports include increased access to accurate information, social supports, capacity building, recreational and wellness activities.

The ideal candidate must be proficient with technology and online tools (for example Zoom, Teams), and able to support clients.

Maintaining positive relationships with partners and CultureLink colleagues is essential to program success. All agency staff are also expected to support each other and to collaborate on agency-wide initiatives.

Duties

- Responsible for the development, oversight and implementation of a range of activities designed to reduce social isolation and increase capacity for seniors.
- Create a welcoming environment for all seniors. Promoting inclusivity, equity and diversity.
- Responsible for scheduling and facilitating project activities.
- Ensure that program deliverables and targets are achieved.
- Maintain and enter all client records and statistics into OCMS.
- Collaborate with other CultureLink internal programs to ensure that seniors are receiving appropriate services where applicable to assist them with their daily living.
- Responsible for organizing the registration and logistics of all outdoor and indoor activities.
- Utilizing sound judgement when implementing programs considering client demographics.
- Responsible for the development and dissemination of all marketing and outreach materials using various channels including social media.
- Responsible for all project deliverables including reporting requirements.
- Other duties as assigned.

Required Work Capacities

- Physical demands: sitting at a desk for computer work (at least 50% of the workday) and meetings; lifting files and supplies (up to 5 kg); working in an open office.
- Non-physical demands: occasional deadlines; variety of tasks.
- Social/emotional demands: teamwork; relationship/network-building; working closely with the public, clients and colleagues.
- Cognitive/mental demands: attention to detail; self-supervision/autonomy; multitasking; organizational ability/time management, adaptability, sound judgement, effective written communication.

Qualifications

- Degree or diploma in Social Services, Social Sciences or related field with a minimum of 2 years' experience working with newcomer/racialized seniors or a combination of equivalent education and experience.
- Adequate program design and implementation skills, with a proven track record in designing and implementing creative programs that address the needs of target population. Strong and dynamic group facilitation skills.
- Solid knowledge and experience working within an Anti-Oppressive framework, understanding of anti-racism and anti-discrimination practices.

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- Proficient in MS Office, and various social media tools.
- Proficient in OCMS (OCASI Client Management System), is an asset.
- Knowledge of various community-based seniors' resources in Toronto.
- Strong organizational skills with the ability to manage multiple tasks.
- Excellent cross-cultural communication and writing skills.
- Fluency in a second language is an asset.
- Vulnerable Sector police check required for this position.
- Must be authorized to work in Canada.