



## Community Support and Outreach Worker

Job Location	Canada-Ontario-Toronto
Job Type	Contract, Part-Time
Temporary Duration	12 months
Salary/Rate	\$14/hour - 30 hours/week
Start Date of Employment	Immediate
Travel Required	Toronto and York Region
Educational Requirements	College Diploma
Languages Required	English, Russian

### **Investing In Neighbourhoods - Eligibility Criteria:**

To apply for job opportunities through the Investing in Neighbourhoods Program, interested candidates must be OW participants living in Toronto. Investing in Neighbourhoods job opportunities are in not-for-profit community organizations and enable OW participants to: increase their skill level, develop contacts with employers, and obtain references with the goal of securing permanent employment.

### **Job Description:**

- Work with the Community Support and Outreach Team to assist in providing programs for isolated and vulnerable seniors.
- Assist with the program delivery at various outreach locations in Toronto and York Region.
- Assist with English and Russian translation of education and/or wellness lectures.
- Research speakers and topics for lectures.
- Interact with seniors, volunteers and staff in English and Russian.
- Assist with coordination and scheduling of activities.
- Administrative duties including attendance, statistics and flyer preparation.
- Promote the rights and interest of vulnerable and isolates seniors by advocating on their behalf.
- Perform other duties as required.

### **Requirements / Qualifications:**

- Post-secondary education in Social Services or a related field from a recognized university or college is an asset.
- Experience in developing programs geared to a senior population is preferred.
- Excellent interpersonal and problem-solving skills.
- Very good command of the English language.
- Proficient verbal skills in Russian.
- Compassion and respect for seniors.
- Knowledge of gerontology and/or experience working with seniors would be an asset.
- Proficiency in Microsoft Office programs including Word, Excel and Publisher.

### **How to Apply:**

If you meet the qualifications above and are interested in applying to this position, please send your cover letter and resume to [marial@betelcentre.org](mailto:marial@betelcentre.org).

We thank you for your interest; however only those candidates selected for an interview will be contacted.