

Job posting, Internal

Job title: Seniors Facilitator
Classification: Seniors Facilitator
Compensation: \$18.82 – \$19.96 per hour
Hours: 14 hours/week
Start / End Date: ASAP to March 28, 2025
Reports to: Assistant Manager, Programs & Services
Posting Date: October 24, 2024
Reference Number: CLU-2024-32
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:

We are seeking an energetic person to deliver the activities of our New Horizon (SOARing) Program. The program serves and engages low-income and/or racialized seniors to lead other seniors in using technology to access information on healthy aging, financial security, and prevention of senior abuse. The program also reaches out to banking institutions and community police to develop security/fraud training content development. The SOARing seniors have peer-to-peer exchanges and support from youth volunteers trained as Digital Coaches for seniors; and hold one-to-one Digital Coach sessions for senior participants. These interactions foster diverse and intergenerational connections.

The ideal candidate must be proficient with technology and online tools (for example Zoom, and 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 developing, overseeing, and implementing a range of activities designed for seniors to lead other seniors in using technology, accessing information on healthy aging, and financial security, and preventing senior abuse.
- 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.
- Maintaining and entering all client records and statistics into OCMS.
- Recruit and coordinate youth volunteers to be trained as Digital Coaches for seniors.
- Collaborate with other CultureLink internal programs to ensure that seniors are receiving appropriate services where applicable.
- Responsible for organizing the registration and logistics of all 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 judgment, 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 the 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.
- 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.
- A Vulnerable Sector police check is required for this position.
- Must be authorized to work in Canada.