

May 2, 2025

Internal/External Job Posting:

Seniors' Program Worker; Italian-speaking  
Permanent Part-time; 17.5 hours per week.

**Posting Number: 2025-09**

Davenport-Perth Neighbourhood and Community Health Centre (DPNCHC) is a multi-service community agency providing programs and services to early years, adults, seniors, and primary health care to a diverse range of participants with a community development and health promotion perspective. **The Seniors' Program Worker, Italian-speaking** will promote, plan, and implement culturally specific activities for the Italian seniors and other seniors' programs, building health awareness and promote mutual support. Along with other members of the Seniors' Program team, the Seniors' Program Worker, Italian-speaking will work with the Italian seniors and other seniors' programs to identify their needs and develop responses to the issues affecting them.

### **Abbreviated Responsibilities:**

- Plan and carry out activities for the Italian Seniors group and other senior programs using a community development approach,
- Prepare all necessary data and documentation, such as attendance, monthly calendar, registration, flyers, and referrals made to other services,
- Ensure timely preparation of information and statistics for reports as required,
- Support volunteer and student placements assigned to in-person and online classes,
- Participate in a constructive, collaborative, and cooperative manner within the seniors' staff team in the planning and implementation of senior's program activities,
- Monitor petty cash and statistics,
- Provide support, information, referrals, and informal counselling to seniors when needed.

### **Minimum Qualifications:**

- Minimum 1.5 years of post-secondary education in the area of Social Services, Community Work, Seniors Education, or another relevant field,
- Demonstrated skills in program planning, program implementation, evaluation, and group facilitation,
- Experience providing information and referrals to culturally diverse participants in a community-based setting,
- Knowledge of issues affecting seniors and relevant services and community organizations,
- Experience with Microsoft Office, CANVAS, Publisher, Internet, Zoom, and various digital technologies,
- Experience working with, and leading volunteers/student placements,
- Knowledge of and commitment to community development and health promotion,
- Demonstrated ability to function in a leadership capacity and in a team setting,
- Demonstrated organizational and time management skills,
- Good English communication skills (written and oral),
- Ability to speak Italian (written and oral),
- Knowledge of DPNCHC, its catchment area, and relevant services and groups within the community.

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**Hourly Range:** \$21.990-\$23.927 per hour, plus Extended Health Benefits and Healthcare of Ontario Pension Plan (HOOPP).

**This position is part of the bargaining unit.**

**Start Date:** May 26, 2025.

**Submit resume & cover letter:** Posting No. 2025-09 to [hire@dpnchc.ca](mailto:hire@dpnchc.ca) or mail to 1900 Davenport Road Toronto, ON M6N 1B7.

**Application Due Dates: Internal: 5pm, May 12, 2025**

**External: 5pm, May 15, 2025**

Davenport-Perth Neighbourhood and Community Health Centre encourage applications from candidates, whose background is diverse in terms of culture, race, language, religion, class and gender /sexual orientation. Reasonable accommodation or any other special needs will be provided in all parts of the hiring process. If you require any accommodation, please advise Human Resources. As a condition of employment, all new hires must show proof of vaccination (2 doses) with vaccines approved by Health Canada, unless they have an exemption from vaccination under the Human Rights Code. Also required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted. No phone calls please. DPNCHC is a perfume-free environment.