

November 22, 2024
Internal/External Job Posting:
Portuguese Seniors' Program Worker;
Permanent Part-time, BU: 7 hours per week.
Posting Number: 2024-17

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

Abbreviated Responsibilities:

- Plan and carry out activities for the Portuguese Seniors group using a community development approach.
- Prepare all necessary data and documentation, such as attendance, 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' program team in the planning and implementation of seniors' 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 with providing information and referrals for culturally diverse participants in a community-based setting.
- Knowledge of issues affecting seniors and relevant services and community organizations.
- Experience working with, leading volunteers, and 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.
- Experience with Microsoft Office, Internet, Zoom, and various digital technologies.
- Good English communication skills (written and oral).
- Fluency in Portuguese language (written and oral).
- Knowledge of DPNCHC, its catchment area, and relevant services and groups within the community.

Hourly range: \$23.927 per hour, plus statutory benefits and Healthcare of Ontario Pension Plan (HOOPP). **This position is part of the bargaining unit.**

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Start Date: ASAP

Submit resume and cover letter: Posting No.2024-17 to hire@dpnchc.ca or
mail to 1900 Davenport Rd., Toronto, ON. M6N 1B7.

Due Dates: Internal Applicants: 5pm, December 2, 2024

External Applicants: 5pm, December 5, 2024

Davenport-Perth Neighbourhood and Community Health Centre encourages applications from candidates, whose background is diverse in terms of culture, race, language, religion, class 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.