



TORONTO NORTH SUPPORT SERVICES

Mental Health and Homeless Services

Job Description

Position: Program Assistant-Pathways Drop In

Reports to: Program Manager

Salary Grade: A

Purpose:

The Pathways Drop-in Program Assistant will co-facilitate two weekly drop-ins for Tamil speaking seniors with a focus on health and wellness. The staff will work closely with the Pathways Case Managers and make referrals to the case management team when needed. Day to day direction will be provided by the Pathways case managers. The staff will also work in partnership with the Tamil Seniors Centre of Ontario.

The position provides group activities assisting seniors with brain games to help with memory and mental health. As well as accessing community resources, and preparing presentations on Dementia, Alzheimer's and other health promoting subjects that are beneficial for seniors. The Program Assistant will also support the seniors in reducing isolation and learning about various health and wellness issues. The job requires staff to communicate in Tamil and English and there is some translation required. The program assistant is also responsible for documenting group interactions on the CIS.

Education, Knowledge and Skills:

- Minimum 2 years previous related experience working with seniors in a group setting
- Knowledge and experience dealing with the issues impacting the mental and physical health of older adults
- Experience working with groups and group facilitation skills preferably in day programs with seniors and their families
- Experience working with people from diverse racial and cultural backgrounds; demonstrated ability to work within an anti-racism, anti-oppression framework
- Demonstrated ability to build and foster excellent working relationships with older adults to identify their needs and/or the needs of their families

- Excellent interpersonal skills and a demonstrated ability to work collaboratively with stakeholders and the community at large
- Sound judgment and problem solving skills
- Ability to structure time and develop work priorities independently

Positions Supervised:

None

Specific Responsibilities

Direct Service Responsibilities:

- Facilitate two weekly Drop-Ins
- Engage clients to participate in group activities
- Prepare weekly presentation and/or book presentations with other service providers
- Assist clients with accessing appropriate transportation (i.e. Wheel-Trans)
- Problem solve with clients around accessing and connecting to appropriate community resources, services and supports
- Demonstrate sensitivity to diversity issues
- Establish good working relationships with other service providers, professionals and partnering agencies
- Establish effective relationships with family members where appropriate

Indirect Service Responsibilities:

- Record accurate, clear and concise client case notes in a timely manner in accordance with agency policies and practices
- Time sheets, expense sheets, correspondence are completed in a timely manner
- Participate in partnership meetings as required
- Participate in team meetings, and individual supervision, at the discretion of your manager you might be asked to attend an all staff or sessional the odd time
- Represent the agency at external workshops, inter-agency initiatives, staff training and other community-based activities
- Maintain client paper file in a organized fashion
- Other duties as assigned by the Program Manager or the Executive Director

Physical Demands of the Position:

The Pathways Drop-in Program Assistant will also set up and dismantle the tables and chairs used at the drop-in.

Send the Resume & CL : pathways@tnss.ca