

**SUMMER CONTRACT POSITION –
OUTREACH WORKER – Seniors Program
35 hours per week, 8 weeks**

Position Title: Seniors Program Worker, Summer Contract Position

Reports to: Executive Director

Duration: Earliest start date May 6th, 2019 (must start by end of June).

Duties:

- Assist in the review and updating of training manual for direct service volunteers working with marginalized women, including addition of a section on mentoring and supporting senior women
- Work with the Seniors program worker to recruit direct service volunteers for a mentoring program for senior women
- Assist with development of promotional materials appropriate to the target group(s)
- Participate in information events targeted for seniors in order to raise awareness about available services
- Provide information referral about community resources to marginalized women who phone, email or visit the Centre
- Link women with resources to address their needs e.g. housing, newcomer integration, poverty, abuse, issues for women with disabilities, emotional health, legal, etc.
- Track agency contacts, and information referral service statistics
- Provide administrative support of Educational programs such as copying, reminder calls
- Maintain accurate records of all activities in accordance with the Centre's policies
- Attend monthly staff meeting

Qualifications:

- Sensitive to women's issues and seniors' issues
 - Sensitive to the diversity of identity and marginalization of service users, volunteers and staff associated with the Centre
 - Previous experience with senior populations an asset
 - Strong oral and written communication skills
 - Good research skills
 - Self starter who can also work as part of a team
 - Strong computer skills. Familiarity with design software an asset.
 - Organized and detail oriented
 - Social work training an asset
 - Vulnerable sector police check required
- **To be eligible:** You must be eligible to work in Canada. This is a program for youth aged 15-30. You do not need to be a student. You must provide proof of eligibility.



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Working Conditions:

- 35 hours per week, 8 weeks
- Position pays Ontario minimum wage \$14 per hour

To apply

Email your covering letter confirming eligibility and resume to

ed@scarboroughwomenscentre.ca

Subject line: Summer seniors worker

The Centre is committed to hiring employees representative of the community we serve.

Only those to be interviewed will be contacted. No phone calls please.