

Job Title:	Community Program Assistant – Senior Living		
Department/Group:	Staff	Position Type (FT, PT, Relief, etc.):	Part Time
Location:	On-site Peel Senior Link Locations	Level/Salary Range:	Volunteer
Contact Person: Althea Alli Email: althea@peelseniorlink.com Fax : 905-712-3373			

Job Details

Peel Senior Link, a non-profit charitable organization established in 1993, provides personal care & home-making and other complementary support services. Peel Senior Link maximizes independent living--helping seniors live with dignity, stability, and safety. Peel Senior Link is funded by the Ministry of Health and Long-Term Care through Ontario Health - Central, grants, and personal and corporate donations.

We are currently seeking a Part Time Community Program Assistant – Senior Living. Reporting to the Operations Manager, this position is responsible for working with the Community Development Coordinator to implement and oversee the seniors active living centres programs and activities serving the seniors of Peel.

Position Responsibilities:

- Liaise with Community Development Coordinator to implement and oversee innovative seniors active living centre programs and activities that serve the senior community.
- Assist in the development and implementation of supportive services and activities.
- Distribute appropriate active living program / activity / service communications including flyers and newsletters to market program and to ensure isolated individuals are engaged.
- Support seniors research
- And all other duties as required.

The ideal candidate has:

- Post-secondary degree or diploma with focus on Gerontology, Volunteer Management or equivalent combination of education and experience
- Experience working with seniors in a healthcare environment required.
- Experience with therapeutic recreation preferred.
- Demonstrated excellent time management skills.
- Demonstrated commitment to customer service, innovation, creativity, and quality improvement.
- Excellent verbal and written communication skills
- Flexibility to work non-business hours on occasion to meet program needs.
- Ability to work independently.
- Adept in the use of MS Office applications
- Experience with multi-cultural challenges and opportunities in service delivery

We thank everyone for their expression of interest; however, only those candidates selected for an interview will be contacted.

Peel Senior Link is committed to developing an inclusive, barrier-free selection process and work environment. If you require accommodation at any stage of the recruitment and selection process, please contact Human Resources at (905) 712-4413 Ext 328.

Peel Senior Link has a mandatory vaccination policy for all employees in order to protect our clients, our staff, and the communities we work in. All job applicants will be required to declare their vaccination status during the recruitment process. As a condition of employment, all new hires must be fully vaccinated and provide proof of their vaccination. Peel Senior Link will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

To learn more about Peel Senior Link please visit:

<https://peelseniorlink.com/about-us/>

To apply for this position please send your resume and a cover letter of interest to:

Althea Alli

Director, Human Resources & Privacy Officer

Althea@peelseniorlink.com