



Scarborough Centre for Healthy Communities (SCHC) is dedicated to meeting the diverse, holistic health needs of the people of Scarborough by addressing the physical, mental, social, financial and environmental aspects of their health. Through the promotion of healthy lifestyles and delivery of a comprehensive range of culturally competent health and social services, we cultivate vital and connected communities.

We are currently looking to hire a:

**Coordinator, Active Living Centre
(1 Full Time – 35 hours /week)
(6 Month Contract)**

Reporting To: Manager, Seniors Support Services

Purpose:

The Community Support Services (CSS) teams help provide Scarborough seniors, adults with disabilities, their families and caregivers with the resources and services needed to live and age well in their communities. As a member of the multidisciplinary team, The Active Living Centre (ALC) Coordinator is responsible for planning, implementing and evaluating social recreational, health, wellness and injury prevention programs at the ALC. The program helps prevent social isolation, promote community connectivity and enhance participants' quality of life.

Key areas of responsibility:

- Coordinate programs in person and via online platforms
- Receive and finalize intakes/referrals received from CSS Intake team
- Conduct regular health needs assessments in the community.
- Coordinate programming that meets identified priorities.
- Support billing process through collaboration with the Intake team members and Finance Department
- Screen, orient, train and support volunteers and students, as required, with the support of the Community Support Coordinator
- Develop, implement, and regularly evaluate service delivery.
- Share relevant information with group Volunteer Facilitators.
- Maintain client files.
- Follow up with clients as needed or identified by the Volunteer Facilitators.
- Works with Health Promotion Team to create strategies and health education material for the Centre
- Assess suitability of potential volunteers for front-line services.
- Ensure the development and/or maintenance of job descriptions for all volunteers, evaluate on an annual basis in collaboration with the Volunteer Coordinator.
- Work with SCHC Volunteer Coordinator to coordinate appreciation events
- Attend meetings and events in the community that enhance SCHC's profile, ability to strengthen services, and partnerships.
- Build relationships with other agencies to facilitate a coordinated effort in addressing health priorities.
- Act as an ambassador, advocate, and information source for clients of the centre.
- Build relationships with other SCHC programs (e.g., social work) and other agencies to facilitate a coordinated effort in addressing seamless care.
- Support the administrative work of SCHC, including active participation in committees, work groups, and meetings.
- Provide timely information, statistics and track performance indicators as required.
- Will be required to assist with duties and responsibilities of a comparable nature in other programs from time to time;
- Perform other duties as assigned that are reasonable within the scope of the job

Scope and Accountability:

The Coordinator works closely with Seniors Support Services Manager, other CSS team members and clients monitoring and evaluating the service delivery and program policies to ensure that the Program meets its objectives.

Educational and/or Professional Qualifications:

Demonstrated knowledge, skills and abilities in Social Service, Gerontology, Recreational Therapy or Volunteer Management either attained from a degree or diploma from an accredited university or college program or through an equivalent level of experience. A background in therapeutic recreation would be preferred.

Level of Experience:

- 3-5 years experience with social, recreation and health and wellness programming with a focus on activities offered at an ALC.
- Experience in program development, implementation, monitoring and evaluation
- Strong administrative skills
- Experience with volunteer coordination

Skills and Attributes

- Strong knowledge of current trends, resources, and information related to social, recreation and health and wellness of seniors.
- Experience in program development, implementation, monitoring, and evaluation.
- Knowledge and experience in mental health and wellness programming required.
- Knowledge about chronic disease management and prevention an asset.
- Experience with group facilitation and presentations
- Experience working with volunteers
- Demonstrated sensitivity and awareness of cultural, racial, economic, and social diversity issues and equity.
- Ability to speak a language relevant to the local community and/or personal lived experience within the community or a relevant social/cultural/racial/identity group an asset.
- Excellent interpersonal, organization, and team-building skills
- Excellent problem-solving, decision-making, communication, and leadership skills
- Knowledge of computers and relevant software
- Demonstrated ability to provide Person and Family Centered Care.

Significant Working Conditions

- The work will involve face to face interactions along with working remotely.
- The work involves dealing with staff, external stakeholders, volunteers and clients. Must handle multiple demands effectively. Physically, the Coordinator works indoors at a site which is wheelchair accessible. The physical requirements include: loading and lifting items up to 25 lbs, bending, sitting and walking.
- Flexibility of hours – evenings or weekend work will be required;
- Valid Driver's License to drive in Ontario and access to a vehicle;
- Subject to a Police Reference Check.

Remuneration: \$27.28 - \$31.84

Pay Band: F

Please note: All other conditions of employment are set out in the collective agreement between SCHC and SEIU.

Please apply in confidence by emailing a current resume to the attention of the HR Department at hr@schcontario.ca by 5:00 pm on Friday September 4, 2020

Note: Please quote ALCC in the subject line.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense.

We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

Please note that all qualified candidates, eligible to be employed in Canada, are encouraged to apply.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve. SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations.

For more information about our programs and services, please visit our website at www.schcontario.ca.