

POSITION:	Caregivers' and Seniors' Workshop Facilitator (Polish)
PROGRAM:	Caregivers' and Seniors' Support Program
REPORTS TO:	Seniors Coordinator
WORK HOURS:	6 hours per month
RATE OF PAY:	\$19-21/hour

JOB SUMMARY:

The **Caregivers' and Seniors' Support Program Workshop Facilitator** is responsible for planning, facilitating, and evaluating workshops for seniors, families, and caregivers in the Polish community. These workshops will provide information and education around the areas of aging, caregiving, access to health and community resources, falls prevention, safe medication usage, safety issues, plus other health promotion topics.

DUTIES AND RESPONSIBILITIES:

- Plan, facilitate, and evaluate workshops providing education and information for families, seniors, and caregivers around above mentioned issues
- Network with the ethnic community to publicize the program and recruit participants
- Provide publicity, promotion, and community outreach
- Assist participants to identify their needs and provide appropriate information and referrals as needed
- Provide statistics and reports as required

QUALIFICATIONS:

- Education or experience in program delivery in a community setting
- Sensitivity to needs of specific cultural groups
- Language ability (verbal and written) specific to the group being facilitated plus English
- Experience in facilitating programs/workshops in a group setting
- Knowledge and awareness of the challenges faced by families and individuals in a care giving role
- Strong skills in MS Word, PowerPoint, Email, and Internet
- Strong organizational skills
- Excellent communication skills (written and verbal)
- Use of car an asset
- Police check required (current within last 6 months)

Interested applicants should submit a resume and cover letter quoting reference number 017-001 by January 11, 2017 to:

Human Resources Officer

Dixie Bloor Neighbourhood Centre
3650 Dixie Rd. Suite 103, Mississauga, ON L4Y 3V9
Fax: (905) 629-0791

Email: recruiting@dixiebloor.ca



***We thank all applicants but only those selected for an interview will be contacted.
Dixie Bloor Neighbourhood Centre is an equal opportunity employer***

