



Job Title: **Community Corner Program Assistant (Volunteer)**

Program: St. James Town Program

Reports to: Community Corner Program Supervisor

POSITION SUMMARY:

In partnership with Progress Place, Hospice Toronto, Fred Victor and Toronto Public Health, Dixon Hall Neighbourhood Services provides activities for participants in the St. James Town Community Corner Program. Volunteers will assist the Program Supervisor in program delivery; encouraging participation; and leading small group activities.

of available positions: 2

QUALIFICATIONS:

- Caring, concerned attitude and a pleasant, friendly, tolerant and patient manner.
- Knowledge/experience working with people with mental health issues; addiction issues; mobility challenges; and those experiencing poverty and/or precarious housing situations.
- Experience working with older adults and/or seniors (preferred)
- Well-developed interpersonal skills.
- Ability to accept supervision and work as part of a team.
- Sensitive and respectful to individual needs—non-judgmental.
- Reliable, punctual and observant.

MAJOR RESPONSIBILITIES:

- Socialize with clients; encourage participation in activities.
- Assist in implementing Program activities and/or lead small group activities.
 - For example:
 - Teach basic computer skills (using email; accessing the Internet)
 - Develop and lead craft activities
- Observe and report changes in clients' physical, emotional and/or psychological functioning
- Maintain a clean, safe environment

VOLUNTEER ENVIRONMENT:

- Will interact with participants who smoke and/or have personal hygiene challenges

ORIENTATION/TRAINING:

Successful candidates are required to attend and/or possess the following training:

- Dixon Hall Orientation and Safety Training session
- First Aid and CPR Training (Emergency Level)

- Access for Ontarians with Disabilities Training (AODA)
- Introduction to Mental Health (Progress Place)
- Alcohol Awareness training

TIME REQUIREMENT: Volunteers asked to volunteer three (3) or five (5) hours once per week. Days of greatest need are as follows:

- Tuesdays 10:00am – 2:00pm
- Thursdays 10:00am – 2:00pm

LOCATION: 200 Wellesley Street East, Community Corner

BENEFITS:

- An opportunity to obtain job skills and gain knowledge in the area of mental health support; senior support; and addiction issues.
- Volunteers will have the opportunity to gain skills in the areas of: program implementation, networking, organization, and to promote the wellness and independence of members.
- TTC tokens provided to volunteer who live more than 5km from agency and do not qualify for the Ontario Works transportation allowance
- Reference letter provided after 24 hours of volunteer service

For more information and to apply, please contact:

Heather Johnson
Manager, Volunteer Program and Human Resources
416-863-0499 ex. 3225
volunteer@dixonhall.org

To apply, go to www.dixonhall.org/volunteer to complete an on-line application and to up-load your resume.

Only selected candidates will be contacted for an interview.