



Job Title: **Health & Wellness Seniors Program Assistant
(Cantonese-speaker)**

Department: Seniors Division

Reports to: Health & Wellness Program Coordinator

POSITION SUMMARY:

Assist the Health and Wellness Program Coordinator with the implementation of program activities for Cantonese-speaking clients. The volunteer will provide valuable support to the clients to allow them to fully participate in the program and its activities.

QUALIFICATIONS:

- Ability to speak and write Cantonese and English fluently
 - Translation from English to Cantonese required
- Reliable and punctual
- Prior experience working with seniors (preferred)
- Excellent interpersonal skills
- Willingness to accept supervision and to work directly with the Program Coordinator

MAJOR RESPONSIBILITIES – Monthly Birthday Lunch

- Assist Cantonese-speaking clients during Monthly Birthday Lunch
 - Held on a Monday (usually second Monday of each month)
- One-to-one social time with clients
- Assisting coordinator with Birthday Lunch set up and clean up

MAJOR RESPONSIBILITIES – Client Contact & Support

- Calling clients on a regular basis to 'check in' and advise of upcoming events
- Report client concerns to Program Coordinator
- Translate program calendar and newsletter items from English to Cantonese
- Facilitating bi-annual 'round-table' events with clients to discuss items of mutual interest/concern and to solicit input for future program events

MAJOR RESPONSIBILITIES – Group Outings & Events

- Accompany clients on group outings and provide translation services as needed
- Researching and secure Cantonese-speaking guest speaker for Monthly Birthday Lunch

ORIENTATION/TRAINING:

- Volunteer Orientation and Safety Training workshop (required)
- Orientation and training to Health and Wellness program responsibilities and expectations
- On-the-job training provided by Program Coordinator

TIME REQUIREMENTS & COMMITMENT:

- **Monday: 9:30am – 3:00pm (once per month) – Birthday lunch**
- **Provide up to four hours per month in-house to translation and program needs; shift times and days arranged with the Program Coordinator**
- **Trips as scheduled and as available**
- Minimum of six (6) month commitment required

LOCATION:

- 58 Sumach Street, Toronto, ON (Sumach Street, south of Queen St E)

BENEFITS:

- Obtain transferable job skills and knowledge in the areas of aging and supporting seniors
- Contribute to the health and well-being of seniors by reducing isolation and providing social interaction opportunities
- Letters of reference provided after 24 hours of service
- Become engaged in the local community