



Community Worker – Canada Summer Student Position

Since 1995, the compassionate caring staff and volunteers of Hospice Vaughan have supported individuals and their families, as they journey through a life-limiting illness. Serving with love and dignity, our commitment is to care for individuals to live fully and ensure a better ending. Our interdisciplinary team of professionals includes Social Workers, Psychotherapists, Registered Nurses, Registered Practical Nurses, Personal Support Workers, Physicians and our volunteers who provide programs and services to the individuals we care for in our community and within our residence. Additionally, we care for the family members, caregivers, and friends during their loved one's illness, and afterwards with grief and bereavement support. Our Hospice Palliative Care Hub includes a 12-bed hospice residence, that provides a final peaceful homelike space for individuals and their families who require end of life support. In addition, we offer a range of support programs for our community.

Position Summary

The Community Worker will assist in maintaining up to date directory of community services and resources and assisting in community events and workshops and day programs. The Assistant will also support the Manager Community services in identifying funding opportunities and will be responsible for writing applications

Title: Community Worker
For: Summer Students Aged 15 – 30 years
Stats: 8 Week Summer Position
Reports to: Manager Community Services
Hours of work: 35 hours per week
Length of employment: 8 continued weeks
Rate of Pay: \$16.55

Responsibilities:

- Prepare proposals for submission to foundations and granting organizations.
- Assist in the preparation of letters, memos, reports, and statistics and distribute as directed as well as maintaining client records.
- Call prospective clients and relay information about services, as appropriate. Consult with the Manager of Community Services as needed.
- Produce reports as requested. Update changes in database as needed.
- Support the preparation for support groups and events.
- Assist in the planning and logistics of community events and workshops.

- Maintain a high degree of confidentiality and professionalism in all aspects of the job, including displaying courtesy and sensitivity in all contacts and managing difficult client situations effectively.

Qualifications:

- College or university student pursuing social work, psychology, or a related health discipline.
- Grant writer, identifying funding opportunities.
- Experience and knowledge about the hospice sector and/or the non-profit sector is an asset.
- Strong teamwork skills and the ability to effectively interface with different functions/business.
- Energetic and articulate, proven self-starter, and leadership abilities.
- Excellent verbal and written communication skills
- Enthusiastic, warm, and friendly manner
- Strong computer skills (e.g., Microsoft Office Suite, Zoom, and social media platforms)
- Must have a valid Social Insurance Number
- Successful applicants are required to provide a vulnerable sector reference check.

Must be a Canadian citizen, permanent resident or have refugee status, legally entitled to work in Canada.

Qualified applicants are invited to forward a cover letter and resume to Jaimie Chan Manager Community Services at jaimiec@hospicevaughan.com. Please specify "Summer student - Community Services Assistant" in the subject line of your email. Include your personal email and phone number.

Posting will remain open until hiring completed.

We thank all applicants for their interest, however, only those candidates who have been short-listed will be contacted. Please no phone calls or agency inquiries.