

## Program Associate, Whitby (Part-Time)

Reporting to the Hub Supervisor, Client Services, the Program Associate supports the day to day provision and handling of client services; and participates as an effective member of the Community Care team.

Responsibilities include but are not limited to:

- Provides site specific volunteer orientation and training
- Submits orders for PPE and program supplies
- Monitor and prep for programs (Home At Last, High Intensity Support at Home, Adult Day Program) meals
- Receives of meals from vendor
- Cleans packing area and delivery bags
- May be required to deliver meals as needed in the event that a volunteer is unavailable
- Preps route sheets for delivery
- Acts as Volunteer point of contact for meal pick up and packing
- Addressing volunteer concern regarding clients and provides follow-up with Client Service Representative
- Monthly Health and safety inspection
- Support footcare clinic through sterilization, ordering supplies, providing administration support to Footcare nurses, and assisting clients

### Qualifications required:

- Post-secondary degree/diploma/certificate in Social Services, Gerontology, Community Supports, or related field
- 1 year of experience in customer service-related role
- Tech savvy with experience using Microsoft Office (Word, Excel, Outlook, PowerPoint, etc.,)
- Comfortability working in hands-on environment
- Strong communication and organizational skills
- Must be able to lift up to 30 lbs (bona fide occupational requirement)
- Has a valid Drivers "G" License and access to vehicle
- Satisfactory Police Vulnerable Sector Check
- Sensitivity to adults with needs related to aging, physical and/or mental health
- Adherence to COVID-19 safety practices
- Must work in a safe manner and promote the health and safety of all staff, volunteers, clients and the community as outlined within CCD policies

**Compensation:** Starting at \$19 per hour; with 6% vacation pay

\* Pay will be commensurate based on education and experience



**Community Care Durham**

SUPPORTING PEOPLE, STRENGTHENING COMMUNITY

Please apply in writing referencing posting #2023-57 outlining qualifications and experience  
by 4:00pm, on Wednesday, July 5<sup>th</sup>, 2023 to  
Human Resources, Community Care Durham email: [careers@communitycaredurham.on.ca](mailto:careers@communitycaredurham.on.ca)

We are an **Equal Opportunity Employer** committed to providing an inclusive workplace that embraces diversity, values differences and supports the full participation of all employees. We recognize the importance of ensuring that all job seekers and employees are treated with equal respect and dignity, and are protected from discrimination and harassment. In accordance with the **Accessibility for Ontarians with Disabilities Act, 2005** and the **Ontario Human Rights Code** we provide accommodations to applicants with disabilities throughout our hiring process. If you require this information in an alternate format; require communication supports; an accommodation in applying for a posting and/or if you are selected for an interview, please inform our HR department.