

## **JOB DESCRIPTION**

POSITION TITLE: Community Programs Support Worker

14 hours/week until March 31 2024

REPORTS TO: Community Programs Manager

TEAM: Community Programs

SALARY: \$30.25/ hour + 4% vacation pay

---

### **ROLE**

The Community Programs Support Worker will support our current Balance for Life exercise classes for older adults across SDG and its expansion. The role will support our trained Senior Fitness Instructor volunteer leaders with mentorship and guidance, facilitate existing exercise classes, develop and build upon an evidence-based low-mobility exercise class and a new exercise class for individuals under the age of 65 with chronic conditions and who are socially isolated.

This role looks to improve mental health and break social isolation of community members by providing exercise in a group setting.

### **REPORTING RELATIONSHIP**

Reports to Community Programs Manager

### **POSITION QUALIFICATIONS**

#### **Education**

- University degree in a related field (e.g., Kinesiology, Recreation Therapy) or a combination of university or college and nationally recognized fitness certifications
- First Aid and CPR Certification required

#### **Professional Experience**

- Minimum 2-5 years' experience as a fitness instructor
- Experience working with older adults, adults with multiple chronic conditions and adults with mental health conditions
- Experience in an interdisciplinary setting with allied health professional, students and volunteers is considered an asset
- Experience mentoring staff/volunteers for exercises considered an asset

#### **Key Competencies**

- Thorough knowledge of, and proficiency in, planning and implementing community-based exercise programs for community members

- A passion for fitness, and an understanding of modifications required for different ability levels
- Ability to design and lead volunteers and clients through a fitness program, that is both goal oriented and progressive
- Demonstrated ability to work effectively in an interdisciplinary environment
- Excellent communication and interpersonal skills, with specific expertise in group facilitation
- Knowledge and understanding of mental health, chronic conditions, poverty and health equity issues
- Thorough knowledge and understanding of community resources
- Demonstrated ability to be flexible, and possess excellent organizational and problem-solving skills
- Proficiency and experience working in a computerized environment

**Linguistic Profile** (SVCHC does not have a French Language Service Designation)

- Superior English skills (oral and written) are essential
- French and/or other languages considered an asset

**Personal Suitability**

- Sensitivity to the needs of marginalized populations and diverse clientele.
- Commitment to health promotion concepts, strategies, and philosophy
- Commitment to community-based health care and social services, and strength-based philosophy and practices

**Other**

- Availability to work one regular evening per week and additional evenings and occasional weekends, if required by manager.
- Access to a vehicle and travel within Stormont, Dundas and Glengarry required

**POSITION RESPONSIBILITIES**

**Description:**

- In collaboration with SVCHC's health promotion team members, support existing Balance for Life exercise classes for older adults across Stormont, Dundas and Glengarry
- Lead exercise groups for older adults
- Support and mentor SVCHC volunteer Senior Fitness Instructors and other supportive volunteers
- Identify training opportunities related to exercise for volunteers and staff
- Develop and build upon an evidence-based low-mobility exercise program suitable for frail older adults
- Plan, develop, implement and lead an exercise program for community members under 65 who may have complex physical and mental health conditions

- Act as an advocate for clients and community residents by providing assistance in accessing health, social service and related agencies and groups
- Assist with volunteer recruitment and training for identified roles
- Assist in the implementation and participate in the delivery, evaluation and maintenance of additional health education/promotion programs
- Chart client information and progress using our Electronic Medical Record
- Assist with scheduling classes, volunteers and locations for exercise classes
- Maintain all client specific and program reporting as required by funders and partners
- Participate on SVCHC committees and external committees and networks as needed.
- Assist in planning and implementing of programs to further the work of the Centre.

#### **General Activities:**

- Participates in relevant staff development opportunities
- Participates in staff meetings and other Centre committees and activities, as appropriate
- Performs any additional tasks and duties, as assigned by Manager

#### **Standard CHC Employee Responsibilities**

As an employee of SVCHC, this position is responsible for the following:

##### ADMINISTRATIVE:

- Contributes to the Centre's activities to collect, analyze, and report on data and relevant information and participate in research.
- Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data.
- Submits records of time worked and time off in a timely manner.
- Maintains and develops professional competence, and where applicable, a professional licence to practice, through appropriate continuing education methods (peer interaction, literature review, conferences, courses, staff development leave.)
- Complies and adheres to all applicable Centre policies and procedures.

##### ORGANIZATIONAL RESPONSIBILITIES

- Respects and values the diversity of the community and individuals.
- Supports the Centre's student placement programs.
- Contributes to the Centre's work by participating in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as committees and working groups, strategic planning, and the Accreditation process.
- Contributes to the Centre's practices of hiring, orienting, and training of employees.
- Consults with and provides support to team members and other SVCHC employees regarding professional issues.
- Participates in the Centre's strategic planning process.

- Participates in the development of policies and procedures by providing feedback in the Centre’s policy development process.
- Works in a manner that incorporates health promotion and recognizes the determinants of health.

OCCUPATIONAL HEALTH AND SAFETY

This position must also work within the scope of all legislative and Centre policies related to occupational health and safety. In this capacity, the employee:

- Works in a manner that promotes a safe, secure environment, and is compliant with the Occupational Health and Safety Act.
- Follows the Centre’s occupational health and safety policies.
- Works safely in consideration of the following job hazards: noise, workplace violence.
- Uses the proper personal protective equipment (PPE) as required.
- Participates in Occupational Health and Safety training as required:
  - Health & Safety Awareness Training for Workers
  - Accessibility for Ontarians with Disabilities Act (AODA)
  - WHMIS including Globally Harmonized System of Classification
  - Workplace Violence Prevention Training
  - PHIPA – privacy legislation Training
  - Diversity and Cultural Sensitivity Training
  - CPR and First Aid
  - Other (as required)

I have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness