



## **Job Posting**

### **Full Time Program Worker – Client Services**

Momiji Health Care Society is a non-profit organization providing services to senior citizens of primarily Japanese-Canadian descent, in an effort to maximize their independence, health, and quality of life. We are currently searching for a Program Worker – Client Services.

- Date Posted:** February 23, 2021
- Start Date:** March 29, 2021
- Working Hours:** Typically Monday to Friday – 37.5 hours per week, occasional evenings, weekend shifts will be required, on-call in evenings for emergencies.
- Reports to:** Coordinator – Support Services
- Salary:** To be negotiated. Full benefit package after 6 months of employment.

**Responsibilities include, but are not limited to:**

Service Delivery

- Ensure that all transportation and escorting requests from clients are in place, and working to accommodate as many requests as possible by making arrangements with staff or volunteer drivers
- Make medical and non-medical appointments for tenants, when requested
- Assist with tenant meal cards, cancellations, alterations, etc.
- Run the weekly western lunch program
- Sell tickets to Momiji special events.

Administrative Duties

- Maintain and update the Incidents binder in Support Services
- Collect and input statistical data
- Provide other administrative support to the supervisor(s), as requested

General Duties

- Work effectively with supervisors, PSWs, drivers, volunteers, students and other staff to maintain a supportive team environment
- Report any incidents or subjects of concern immediately to the supervisor(s)
- Sit on and actively contribute to committees as assigned.
- Participate in other duties as directed
- Some light lifting or physical activity will be required

**A successful candidate will possess the following strengths/skills:**

- Computer literacy, especially Microsoft Word, Excel, and database software (Sumac)
- Experience providing services to seniors, especially the frail elderly
- Excellent interpersonal skills and patience
- Effective communication skills in English, both oral and written, are essential; Japanese language skills are a definite asset
- Knowledge and understanding of Japanese Canadian culture
- Enthusiasm for continuing professional learning

**Required Certificates:**

- University degree or college diploma in related field
- Police Vulnerable Sector Check will be required before probation period ends.
- Current first aid/CPR certificate
- Food Handlers Certificate

Momiji Health Care Society is a diverse work environment and equal opportunity employer. We encourage applications from all persons, including persons with disabilities. Accommodation will be provided if needed in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disability Act.

**Interested Applicants should forward their resume and cover letter by 4:00PM est. Friday March 12<sup>th</sup>, 2021 to Aki Yang, Manager - Accounting by email [jobs2021@momiji.on.ca](mailto:jobs2021@momiji.on.ca)**

While we thank all applicants for their interest, only those applicants selected for interview will be contacted.

**MOMIJI HEALTH CARE SOCIETY**

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