



# Project Coordinator, Caregiver Education and Training Project

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<b>Position:</b>	Project Coordinator, Caregiver Education and Training Project
<b>Program:</b>	Seniors and Caregivers Support Service
<b>Temporary Contract:</b>	Full-time (35 hrs/week) to March 31, 2020; with some evenings/weekends
<b>Primary Location:</b>	355 Church Street with frequent travel within Toronto
<b>Salary:</b>	\$53,940 - \$66,437 BU Grade 8
<b>Application Deadline:</b>	May 29, 2018; 5.00pm
<b>File Number:</b>	SCSS #10-18 – with cover letter and resume
<b>E-Mail:</b>	<a href="mailto:hrdep@familyservicetoronto.org">hrdep@familyservicetoronto.org</a>
<b>Mail:</b>	HR, Family Service Toronto, #202 – 128A Sterling Rd, Toronto, ON M6R 2B7
<b>Web:</b>	<a href="http://familyservicetoronto.org">familyservicetoronto.org</a>

Family Service Toronto (FST) helps people face a wide variety of life challenges. For over 100 years, we have worked with individuals and families destabilized by precarious mental health and/or socioeconomic circumstances, to achieve greater resilience and stability in more just and supportive communities. We achieve this through our direct service work of intervention and prevention which includes counselling, peer support and education; knowledge building; and system-level work including social action, advocacy, community-building and working with partners to strengthen the sector.

The Seniors and Caregivers Support Service Department at Family Service Toronto provides counselling services and case management supports to older people and caregivers. Our work includes counselling, group work, advocacy, training and educational sessions on a variety of topics. The team has received a two-year grant to develop caregiver education and training materials for caregivers of frail and/or cognitively impaired elders and to explore the meaning of care and develop materials for and with members of the Tamil, Farsi, Afghan, Arabic and Spanish speaking communities and the LBGTT2SQQA+ community

Reporting to the Manager, David Kelley Services and Senior and Caregiver Services, the Project Coordinator will work with the manager to develop a project work plan, conduct outreach and deliver group education/support to caregivers in a variety of settings including FST locations and community locations throughout Toronto. This position will be responsible for all elements of scheduling, training/mentoring of community facilitators, writing reports, development/updating of materials, assisting with evaluation of the project and providing single-session supportive counselling, if needed.

**In applying, please clearly identify how you meet the specific qualifications outlined.**

## RESPONSIBILITIES

- Works with the manager to develop a project work plan that includes all major deliverables for project and regularly updates plan
- Conducts key stakeholder interviews and focus groups with caregivers and frail elders to define and refine project deliverables
- Develops culturally appropriate and sensitive outreach materials (e.g. brochures, flyers, social media materials) tailored to specific target groups
- Develops materials for project (e.g. adapt/update existing materials; develop new materials)
- Conducts outreach to a range of referral sources (e.g. hospital social workers, LHIN home and community care coordinators, GEM nurses, community-based organizations), ethno-cultural groups, faith communities
- Identifies caregivers to frail and/or cognitively impaired elders and caregivers to people living with disabilities who would benefit from information/education sessions on topics specific to their life situation and caregiving journey
- Develops, implements and evaluates a range of educational workshops designed to provide emotional support to participants and/or develop new skills using a variety of delivery mechanisms (e.g. single sessions, series, groups, talking circles) in a variety of settings (e.g. FST offices, community settings, partner organizations)
- Coordinates logistics related to project (e.g. booking rooms, organizing food, TTC assistance, developing a master calendar for the project that incorporates the work of all direct service staff etc.)
- Provides training, support and mentorship to Community Facilitators on topics related to the project
- Works closely with evaluation coordinator to administer evaluation of project
- Facilitates knowledge exchange sessions between team members and provides training where needed

## QUALIFICATIONS

- M.S.W., M.A. (Psychology, Sociology or related discipline) or equivalent combination of education and experience over a minimum three-year period. Foreign credentials and relevant experience will be considered)
- Experience providing supportive counselling to caregivers
- Experience providing workshops/educational sessions in a variety of settings
- Experience conducting community-based outreach to a range of populations
- Knowledge of and experience using principles of adult education when delivering workshops
- Knowledge of and experience working with caregivers to frail and/or cognitively impaired elders around issues related to aging, living with chronic disease, aging and memory loss, and factors impacting caregiving roles and demands
- Previous experience conducting workshops on caregiving issues with a variety of audiences
- Experience working with diverse client populations, including LBTT2SQIA+ and newcomer communities

- Demonstrated project management skills gained through managing a complex, multi-part project
- Working knowledge of community resources and supports particularly as they relate to caregiving
- Develop, implement and evaluate a range of educational seminars offered using a variety of modalities (e.g. single sessions, series) in a variety of settings (e.g. FST offices, community settings, workplaces)
- Demonstrated ability to manage multiple tasks and set appropriate priorities in a fast-paced environment
- Ability to work independently in the community and as a member of a team
- Possess strong administrative skills and attention to detail
- Demonstrated commitment to social justice, cultural competency and equity and inclusion
- Good computer literacy and experience with electronic data systems
- Experience supervising students and volunteers
- Criminal reference check with Vulnerable Sector Check completed within the past 12 months
- A valid Ontario driver's licence and access to a vehicle or the ability to travel throughout Toronto via public transportation.

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and FST's Equity and Inclusion policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

We thank all applicants and will contact the individuals selected for an interview.

**No phone calls please.**