



Job Posting –Internal/External

Position: Health & Wellness Program Summer Student
Status: Summer Student (16 weeks/37.5 hrs/week)
Tentative Date: May 11, 2020 to Aug 28, 2020
Reporting to: Manager, Client Services

Job Summary:

Assists in the delivery of health and wellness program activities. Supports a culture of client safety as part of ESS key strategic goals and priorities.

Duties and Responsibilities:

1. Assist program staff in carrying out health & wellness program activities for senior clients, including special event planning, social recreation and exercise programs.
2. Maintain ongoing communication regarding any changes or concerns about client's status or needs.
3. Assist in scheduling and answering client telephone inquiries.
4. Data entry of client fitness assessment results and client attendance.
5. Maintain safe environment and monitor client safety; ensure compliance with Health and Safety.
6. Attend meetings, in-services and workshops as required.
7. Performs other duties as required.

Qualifications:

1. Demonstrated ability to work collaboratively with others and independently; maintain confidential information.
2. Excellent interpersonal and communication skills both verbal and written.
3. Good judgment and cultural sensitivity when working with clients.

To be eligible to participate in Canada Summer Jobs, individuals must:

- Be between 15 & 30 years of age (inclusive) at the start of employment;
- Be a Canadian Citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigration and Refugee Protections Act** and;
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Please respond with resume & cover letter by: April 03, 2020

ESS Support Services
Hiring Committee
2245 Lawrence Ave. W. Etobicoke, ON M9P 3W3
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email: amorellato@esssupportservices.ca

*We thank all applicants, but advise that **this position is subject to funding approval**. Only candidates selected for an interview will be contacted.*

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) ESS Support Services will provide accommodation, accessible formats, and communication supports for the interview upon request.

ESS Support Services is a not-for-profit agency committed to supporting seniors in their desire to remain in their own homes and their community.