

Teme Augama Anishinabek
Job Description

Position Community Support Worker

Department Health Services – Home & Community Care

Position Reports To Home and Community Care Coordinator

Employment Status Full Time

Hours 35 hours per week

Employment Type Permanent

Position Summary:

The Community Support Worker develops and delivers social, recreational, and cultural activities that support Elders and Home & Community Care clients to remain active, independent, and engaged in community life. Working collaboratively with the Home & Community Care team. The Community Support Worker coordinates outings, congregate dining, transportation supports, wellness activities, and community events that promote social connection, safety, and wellbeing.

Primary Responsibilities

Activity Planning and Program Delivery – 35%

Plans, organizes, and implements social, cultural, and recreational programs such as congregate dining, group shopping trips, outings, Elders' gatherings, and special events. Designs activities that reflect local culture, history, and community values while encouraging participation and inclusion.

Client Engagement, Wellness, and Support – 25%

Motivates seniors and clients to stay active, socialize, and participate in healthy activities. Assists clients to access the food bank and other supports and coordinates safe transportation to activities. Builds respectful relationships that promote trust, dignity, and wellbeing.

Program Coordination, Promotion, and Logistics – 20%

Schedules events, arranges venues, and secures supplies, tools, and equipment. Promotes activities through newsletters and community notices. Maintains safe activity spaces and reports hazards or concerns promptly.

Documentation, Reporting, and Budget Support – 10%

Completes weekly and monthly activity reports, maintains documentation in the Electronic Medical Records system, and assists with program workplans and budgets. Participates in staff meetings, evaluations, and continuous improvement activities.

Partnerships, Networking, and Collaboration – 10%

Collaborates with other health staff, community partners, and neighbouring First Nations to coordinate shared events and creative programming. Participates in team planning and professional development.

Qualifications

Education and Experience

Post-secondary diploma or Community Support Services certificate, or equivalent.
Experience of at least two (2) years working with seniors, vulnerable adults, or community care programs. Knowledge of community resources and seniors' home care supports.
Strong communication, organization, and interpersonal skills. Proficient computer skills and ability to use electronic records. Knowledge of Indigenous culture and traditions is considered an asset.

Certifications, Licences and Requirements

Safe Food Handling certification (or willingness to obtain).
WHMIS certification.
Valid Standard First Aid and CPR, (or willingness to obtain)
Satisfactory Criminal Record Check including Vulnerable Sector
Valid Ontario Class G driver's licence and the ability to be insured.
Ability to work flexible hours and travel when necessary.
Commitment to role-modeling a healthy lifestyle.

Physical and Sensory Demands

Work involves assisting with activities, setting up spaces, occasional lifting up to 30 lbs and local transport coordination. Requires patience, awareness of safety, and regular interaction with participants.

Work Environment

Work occurs in community buildings, outdoor spaces, and occasionally off-site venues. Evening or weekend activities may be required to support events. Other duties consistent with this position may be assigned.

Health and Safety Statement

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____