



JOB DESCRIPTION

Position: Our Community Cares

Accepts Students: Winter (Jan), Fall (Sept), Summer (May)

Location: Burlington, Ontario

SPECIFIC POSITION RESPONSIBILITIES

- Help to ensure a clean, safe and secure environment at the community center
- Act as a role model and facilitate the clients physical, emotional and intellectual growth and development
- Assist in providing services and programming that will be sensitive to the culture, linguistic and diversity of the community
- Assist in providing opportunity for all residents to develop and maintain social relationships and community linkages
- Assist in the planning and implementation of recreational activities
- Assist in the planning and implementation of life skills training and activities
- Communicate significant information and developments to supervisor both in writing and verbally
- Report directly to the OCC Program Coordinator employed through ROCK
- Abide by the specific requirements of Section 28 of the Occupational Health and Safety Act as well as any further health and safety responsibilities as outlined in the agency policy and procedure documents.
- Completes other duties as assigned

REQUIRED SKILLS/QUALIFICATIONS

- Ability to work independently and collaboratively with good communication and interpersonal skills
- Sound decision making and problem-solving skills
- Ability to establish relationships with clients that demonstrates self-awareness and appropriate professional boundaries
- Ability to work in-person
- Computer literate to the extent required by the position
- Available to work flexible hours according to client/program needs
- Having safe reliable transportation is an asset, and the ability to be present at various program locations

REQUIRED EXPECTATIONS

- Respect deadlines outlined by OCC staff for workload, school assignments, etc.
- Repeat absenteeism and late arrivals can result in a review of your placement, and a potential loss of placement
- Respect staff guidance and direction.
- Maintain professional boundaries when working with clients.
- Complete mid-term and exiting evaluation.



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