

## Job Information

<b>Job Title</b>	Seniors' Centre Without Walls Expansion Director
<b>Department</b>	Administration
<b>Location</b>	The Good Companions Senior's Centre, 670 Albert Street. Some scheduled work from home days (COVID protocols).
<b>Reports to</b>	Executive Director
<b>Type of Position</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other:
<b>Term</b>	Contract end date: September 30, 2024
<b>Estimated Start Date</b>	ASAP
<b>Salary</b>	TBD
<b>Posting Date:</b> Nov. 2, 2021	<b>Closing Date:</b> November 22, 2021 at 4 p.m.

**All interested applicants should submit a cover letter and resume to HR by e-mail at;  
[hr@thegoodcompanions.ca](mailto:hr@thegoodcompanions.ca) quoting competition  
COMP: Seniors' Centre Without Walls Expansion Director.**

The Good Companions Seniors' Centre is committed to meeting the needs of persons with disabilities in alignment with the key principles of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) of independence, dignity, integration and equality of opportunity. In accordance with this legislation, accommodations will be made for applicants with disabilities throughout the selection process. Accommodations will be made available for successful candidates with disabilities upon request.

## Overview:

Seniors' Centre Without Walls (SCWW) is a "virtual seniors centre" that offers free telephone-based group activities for isolated seniors 55+, as well as adults with disabilities who may be unable to leave home for extended periods of time. Through the use of group telephone calls, SCWW provides health and wellness presentations, educational seminars, musical and special events, brain-stimulating activities, and space to create meaningful connections for those who may feel isolated.

## Responsibilities

- Hires, mentors and support of staff
- Reports to the Executive Director the project and ensures that objectives are achieved
- In collaboration with the Executive Director ensures adherence to the budget
- Prepares reports for the Funder and the Board of Directors
- Represents the Project with potential funders in partnership with the Manager of Sustainability
- Participates in media interviews
- Manages performance of staff and adherence to policy and procedures
- Manages the contract with the Teleconferencing supplier
- Reviews and approves all marketing and promotional material
- Reviews evaluation reports and recommends updates and adaptations
- Liaises with funders for sustainability

- Develops process and oversees micro grant applications
- Writes the Terms of Reference for the advisory committee and recruits members in collaboration with staff and hosts the meetings

## Organizational

- Fulfills The Good Companions' mission, vision, values, goals and objectives;
- Works with an open, friendly and respectful approach toward members, clients and volunteers as they participate in The Good Companions;
- Disseminates information to the members, clients and the community;
- Promotes The Good Companion's programs and services to potential community referring sources, funders and other older adult centres;
- Assists in the development and implementation of long-term planning and policies;
- Complies with The Good Companions' policies, practices and procedures, including Occupational Health and Safety;
- Represents The Good Companions at relevant meetings.

## Qualifications

### Education

- Degree/Diploma in any one of the following: Business, Social Services, Social Sciences or Gerontology

### Experience

- 2-4 years in management;
- 2 -4 years working with older adults;
- 2-4 years in staff supervision;
- Current knowledge of Community Resources for seniors;
- Program development, planning knowledge/experience;
- Knowledge of teleconferencing administration.

### Operational Requirements

- The successful candidate will be asked to provide a current Police Record Check for Working with the Vulnerable;
- C.P.R. and First Aid Certificate, required annually;
- Computer literacy - advanced skills using various computer programs and applications.

### Skills Required

- Proficiency with MS Office (Word, PowerPoint, Excel, Outlook), CIMS database;
- Excellent communication skills. (Bilingualism is considered an asset);
- Accuracy in providing written material and statistical reporting.

### Abilities

- To understand the needs, interests and concerns of older adults and persons with a physical disability;
- Non-judgmental and open-minded (including diversity awareness, for example, persons with physical disabilities, LGBTQ2+, multicultural populations);
- To work in a multi-task environment;

- To coordinate workload and meet deadlines.
- To work positively in a team environment

## Working Conditions

- In-lieu, overtime, as required;
- Availability to work scheduled evenings and weekends.

## Disclaimer

This Job Description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.

Because of the changing nature of the work and the work to be done, the job specifications may be changed or altered as required.

The Good Companions is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, gender identity, gender expression, culture, religion, racial origins, ethnicity, socio-economic status, age, general appearance, abilities/disabilities and sexual orientation.