



ANNOUNCEMENT:

PART-TIME EMPLOYMENT

**ONE-YEAR CONTRACT, possibility of renewal
COMMUNITY INTERVENTION COUNSELOR**

Location: 5220 Grande-Allee, Saint-Hubert, Qc, J3Y 1A1.

Working hours: 24 hours per week (day, evening and weekend)

The **HELLENIC SOCIAL SERVICES OF QUÉBEC (SSHQ)** of the HCGM is an equal opportunity employer who offers information, support, activities, sensitization, referral to public services and courses tailored for:

- the elderly
- elder abuse
- natural caregivers (family members) of elderly
- people to isolation and poverty
- immigrants

If you have at least one year of experience as an community intervention counselor, can work independently, have very good organizational skills, if you take initiative and have excellent social skills, if you live in Montreal or the South Shore (Brossard, Saint-Hubert, Longueuil) or at least know the health and social services system in the South Shore, if you speak and write fluent English and Greek and very good French then this may be the job for you!

You will report to the Director of SSHQ and you will coordinate the program, ***"Support for natural caregivers (family members) of the elderly."*** Your direct responsibilities include:

- Sensitizing and supporting natural caregivers in their role and making referrals to relevant public services
- assuring that the program objectives are implemented in accordance to the program and strategies
- keeping in touch with natural caregivers of the elderly in order to encourage them to be familiar with our services and aware of relevant public services
- assuring that each client-beneficiary has a dossier, a personalized plan and that an appropriate follow up is planned
- keeping records and statistics on our beneficiaries
- informing beneficiaries about our activities so as to ensure their presence
- coordinating, organizing two annual conferences, as well as monthly café-rencontres
- coordinating the info-mobile unit that will be held in public places such as pharmacies, doctors' offices, shopping malls, entrances of business complexes, in order to raise awareness and registering possible natural caregivers to our activities and-or referring them to other organizations as necessary
- assuring that after each activity, satisfaction surveys are completed by the beneficiaries
- encouraging and guiding our volunteers to assist in program activities
- being responsible and motivated by professional standards and striving for service excellence
- meeting with representatives of other organizations as necessary and participating in assemblies, Tables de concertations within the network
- informing and advising the Director of SSHQ regarding our South Shore office activities and client needs
- preparing the announcements of various activities for posting on the organization's information platform and other media
- participating in monthly meetings of the SSHQ team



Qualifications

- University degree in Gerontology, social development or community intervention or an equivalent course of study
- at least one year of experience in a related position
- excellent communication skills
- very good presentation skills and project coordination skills
- community intervention skills
- prior courses or training in Alzheimer's, Parkinson's and mental health is considered an asset
- Knowledge of the South Shore, Health and social services network and its pertinent organizations
- Knowledge of Information systems such as Word, Excel, Power Point, Internet, Office, etc.
- Must be able to drive and have a car

For additional information or to send your CV with cover letter, email: efakotakis@hcgm.org
Director of SSHQ, Eleni Fakotakis