



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Technology and Communications Student – Canada Summer Jobs</b>
<b>DEPARTMENT:</b>	<b>Community Enrichment</b>
<b>CLASSIFICATION:</b>	<b>Student Skills Development</b>
<b>REPORTS TO:</b>	<b>Director, Community Enrichment</b>
<b>HOURLY RATE:</b>	<b>\$18.96</b>

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### **JOB SUMMARY:**

Under the direction of the Director, Community Enrichment, the Technology and Communications Student, Skills Development (TCSSD) role serves as a developmental opportunity to learn professional communications, leadership and personal skills throughout the Menno Place community in support of Resident and Family Centred Care (RFCC). This opportunity requires teamwork, communication, collaboration and commitment to learning, including receiving constructive feedback.

As a developmental opportunity, it is temporary and full-time, funded through the Canada Summer Jobs Grant, and aligned with both Federal and Member of Parliament priorities. The student worker is required to have a commitment to the vision, mission and values of Menno Place and perform duties following Menno Place policies and procedures, ensuring the provision of Resident and Family Centred Care (RFCC).

This position requires teamwork, communication and cooperation. It is the expectation that the individual in this position contributes to a positive, safe working environment, takes instruction well and cooperates with their supervisor and co-workers. This person manages their time well and participates in continuous quality improvement of services provided.

### **DUTIES & FUNCTIONS:**

- Learn about the benefits of technology to reduce isolation amongst seniors and adults with disabilities.
- Learn and develop practical skills to introduce technology to persons with differing physical and cognitive abilities with a goal of: assisting residents of independent, assisted living and long-term care communities to connect, and meaningfully interact, with others.

- Educating, and guiding, residents of independent, assisted living and long-term care communities to safely explore and navigate virtual environments.
- Engaging residents of assisted living and long-term care communities with new tools to increase engagement with friends and family.
- Engaging residents of assisted living and long-term care communities with tools to decrease isolation.
- Develop online content skills: apply practical skills to create organizationally aligned digital content for purposes of public relations such as but not limited to: video, podcasts, reels and scheduled posts
- Apply existing, and develop new, technology support skills for independent seniors, including education and training for approved hard and software, as well as platforms, with a goal of life enrichment.
- Apply existing, and develop new, skills to provide technology support and content development for Menno Place podcasting and livestream programs.
- Develop research and analysis skills: in a supported environment, research and recommend technology to enhance the resident and family living and engagement experience.
- Track communication and technology success measures according to reach and public relations impact or other milestones the student worker may wish to explore to support their learning.
- Develop business etiquette skills by: attending department meetings, supporting agenda development and actively contribute to and participate in meeting discussion.
- Develop administrative skills by: Reviewing and updating policies and procedures, engaging in creating of standard operating procedures and supporting general administrative duties.

## **QUALIFICATIONS**

### Education, Training and Experience

Minimum grade 12 education.

Post-secondary students in a direct or related field of studies are preferred.

### As per the Canada Summer Jobs program, eligibility requirements are:

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*\* and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

### Skills and Abilities

- Demonstrated ability to communicate effectively in English both verbally and in writing.
- Demonstrated courteous and collaborative interpersonal skills including the ability to work as a member of a team .
- Demonstrated willingness and ability to learn how to operate position related equipment.
- Demonstrated ability to organize and utilize resources as provided.

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- Strong digital fluency including MS Office Suite, PowerPoint, Visio or other.
- Collaborates with leaders to promote a cooperative and constructive environment for improvement that consistently meets the needs of residents, families, staff, and the community.
- Self-confident in learning abilities with a willingness to ask questions.

#### Health & Safety

- Accountable for occupational health and safety and related activities of residential care staff.
- Is aware of their rights and responsibilities under the BC Occupational Health and Safety Act and follows all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor.
- Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations, fire and code drills and knows the community fire and disaster plan.
- plan.

#### In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

**We thank all applicants however only those short-listed candidates will be contacted.**

[Click Here to Apply Online](#)