



January 6th 2020

**JOB OPENING: Temporary assignment
Maternity replacement**

**COUNSELLOR IN SOCIAL WORK
Department of Recreation, Culture and
Community Activities**

The successful candidate will report to the Division Head, the main responsibility consists in the coordination of the Town's geriatrics and social community files.

Also, the work consists of developing, planning, coordinating and assessing the Town's intervention in the community concerning the well-being of seniors and families.

This responsibility leads him / her to intervene in a coordination role with partners of various levels within the Town as well as other public, private or community networks.

EXAMPLES OF TASKS PERFORMED

- Creates, establishes, implements and evaluates programs and procedures of the Town regarding the well-being of seniors, gerontology and social assistance.
- Coordinates the work of the homemakers, verifies it and assesses the quality; recommends to his / her superior any measures concerning the services offered by the homemakers.
- Determines the case issues involving the files concerning geriatrics, and the well-being of the community by identifying the needs, resources and strategies of intervention to implement, both in the internal and in the external municipal structure.
- Counsels, receives and/or meets with the seniors and families of the community regarding their wellness needs, and, as needed, provides the required assistance or refers them to the appropriate resources.
- Plans, manages, organizes, coordinates and evaluates gerontology-related projects and well-being of the Town in the areas for which he / she is responsible.



- Participates in the preparation of the annual budget regarding the files of the department.
- Prepares diverse administrative reports and technical documents relative to his / her work.
- Acts as a resource person or the Town's expert regarding the well-being of seniors, gerontology, and the social community-assistance within the framework of his / her files.
- Represents the Town, as delegated by his or her superior, at meetings, committees or events related to his / her fields of intervention.
- Participates in the recruitment of the volunteers for the programs related to his / her responsibilities.
- Participates in both internal and external working committees within the framework of his/her responsibilities.
- Ensures the link between the Town and the various public, private or community bodies.
- Coordinates or participates in the organization of various events related to his / her responsibilities (clinics, committees, seminars, etc.).
- Performs any other related tasks.

REQUIREMENTS AND QUALIFICATIONS

The person selected must meet the following conditions:

- Bachelor's degree in social services.
- Possess 3 - 5 years of experience in clinical or community intervention, allowing the incumbent to familiarize him/herself with the field.
- Member of the Ordre des travailleurs sociaux et thérapeutes conjugaux et familiaux du Québec (TOSTCFQ).
- Excellent capacities to communicate in French and in English.
- Capacity to work as a team, spirit of initiative, savoir-faire.
- Dynamic.
- Have a valid driver's license and a vehicle.

The position is unionized and the starting annual salary is \$71,773.

The working schedule is from Monday to Friday, from 8:30 am to 4:30 pm.

PLEASE NOTE:

Applications will be accepted until Friday, January 24th at 4:30pm.

Desired start date: **Monday, February 3rd 2020.**

Interested parties should send their request by e-mail to Roxane Gaudreau at humanresources@town.mount-royal.qc.ca with the competition number **KW-20-01**.