

# Employment Opportunity

## INTERNAL AND EXTERNAL POSTING



Position	Program	Details
Grocer Ease – Summer Student	Grocer Ease	36.25 hours per week
Number of Positions	Duration	Salary
1	Summer Contract – 6 weeks	\$14.00/hour

Banyan is a not-for-profit organization that has provided quality services to the youth justice, children’s, and senior’s community support sectors since 1978. Banyan is committed to improving the mental, physical, and social well-being of at risk populations in our service areas of Hamilton, Niagara, Brant, Haldimand, Norfolk, and Wellington.

Banyan’s Grocer-Ease shopping program assists seniors and adults with disabilities to live safe, healthy, and independent lives in their own homes and community. Professional and committed shoppers obtain grocery lists, shop at local stores, delivery groceries, and assist in putting groceries away if help is required.

Reporting to the designated supervisor, the primary goal of the summer student is to provide community and administrative support the Grocer Ease Program.

### POSITION RESPONSIBILITIES

- Assisting and arranging half day public events with an emphasis on Social Exclusion
- Assist with community health and well-being promotion activities with a focus on seniors living at risk
- Understanding and communicating the mission and values of the organization and the Grocer Ease Program through contact with the community.
- Provides support to the Director of Quality and Risk Management and Community Support Services Administrator in drafting material as required, and reproducing, distributing as needed.
- Coordinate activities and functions of a designated project which will promote the quality of life for seniors
- Gather related data, analyze current and past practices and apply best practices.
- Provides support to the Director of Quality and Risk Management and Community Support Services Administrator in the development and/or improvement of current and future projects.
- Maintain strict confidentiality at all times as it relates to both client information, organization and highly sensitive information.

### Other

- Responsible for ensuring a safe and healthy workplace for themselves, colleagues and staff by committing to working in a safe manner, reporting hazards and injuries, utilizing all necessary safety equipment and protocols at all times, and complying with all relevant Health and Safety policies, procedures and legislations.
- Any other duties as delegated by the Community Support Services Administrator or Director of Quality and Risk Management.

## QUALIFICATIONS

- Pursuing and actively enrolled in College or University: preference give to those focused in gerontology, social services, community outreach and development.
- Excellent verbal and written communication skills
- Proficient in the use and application of Microsoft Office Suite products: Outlook, Excel, Word.
- A valid Class G driver's license with a proven acceptable driving record.
- Provide and maintain an acceptable Criminal Reference Check at own expense.

*Banyan is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.*

*Banyan is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff.*

*We are committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*

**PLEASE FORWARD YOUR RESUME AND LETTER OF INTEREST BY NO LATER THAN MAY 28, 2018 TO:**

Banyan Community Services  
688 Queensdale Avenue East, Suit 2B  
Hamilton, ON L8V 1M1  
[recruit@banyancs.org](mailto:recruit@banyancs.org)

(905) 549-9011 (fax)