

Ottawa West Community Support (OWCS) is seeking a **Community Support Services Assistant** to assist with our community support programming, including **Plant Therapy programming**.



Under the direction of the Program Manager, the Program Assistant will be responsible for the following:

- Assist with the community gardens located at OWCS Day Program locations, including initial setup and ongoing maintenance.
- In conjunction with the Adult Day Program Team, develop plant therapy and education resources for seniors. Help Seniors discover the joy of gardening!
- Complete plant therapy and other recreation activities with seniors onsite at OWCS as part of a group and one on one.
- Complete plant therapy and other recreation activities with seniors who participate in virtual programming.
- Assist all community support programs, including helping with minor gardening and home maintenance tasks at senior homes.
- Backfilling volunteer roles in the absence of a volunteer

Requirements:

- Hands-on experience with gardening and/or a willingness to learn.
- Experience interacting with seniors and volunteers
- Experience co-leading group activities
- Experience maintaining confidential client files and statistical information. Must possess good communication skills, both verbal and written.
- Well-developed customer service and organizational skills
- Computer Skills, including Zoom
- Flexible and able to multi-task
- A valid license and access to a vehicle is an asset.

Applicants must have been a fulltime student in the 2021-2022 academic year, be under age 30, and have the intention of returning to full-time studies in the fall of 2022, as per the guidelines of the Government of Canada's Canada Summer Jobs Program.

Please email your resume to info@owcs.ca

We thank all applicants; however, only those chosen for an interview will be contacted.

If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

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