



CENTRE D'ACTION BÉNÉVOLE DE SUTTON

Senior Outreach Worker

Our Mission

The Sutton Volunteer Centre (CAB Sutton) is an independent community organization dedicated to improving the social fabric of the communities of Sutton and Abercorn by offering services and supporting volunteer action.

Role

Under the supervision of the Director, the incumbent is responsible for reaching people aged 50 and over, who may be vulnerable or isolated, through individual and group interventions that are planned, organized and facilitated.

Job description

- Provide a listening and referral service in the community, by telephone, email and Facebook.
- To canvass French and English speaking clients, particularly those who are vulnerable or isolated.
- Promote and organize training and workshops to encourage participation and break the isolation of people aged 50 and over.
- Participate and assume a presence in various collective activities: contribute to the development of the annual program of activities; participate in intergenerational activities with other team members.
- Represent the organization with organizations and partners (Town of Sutton, Village of Abercorn, community organizations, ITMAV partners, seniors' consultation table, etc.)
- Maintains statistical data and prepares monthly reports of activities for the management and funders.
- Carry out communications related to its mandate (FB publication, announcements for Infolettre, etc.).
- Participate in the development and implementation of the CAB Sutton action plan in collaboration with the Management.
- Participate in team meetings and occasionally in board meetings.

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Qualification & skills

- College diploma in social work or equivalent in training or years of experience in the community
- Excellent communication skills in French.
- Ability to communicate in English
- Strong interest in working with seniors
- Ability to intervene in a helping relationship and in collaboration with partners in the community
- Professional autonomy
- Ability to work in a team
- Flexibility
- Sense of organization
- Ability to make contacts easily and to develop fruitful partnerships
- Computer skills: Proficiency in office tools (Office suite) and knowledge of the Internet (Facebook, Google tools)

Conditions

- Minimum of 32 hours per week
- Daytime schedule. The person may be called upon, on occasion, to work evenings and weekends as well as to work overtime in order to participate in various activities or to represent the organization
- The nature of the work requires a few trips per month, essentially in the Brome-Missisquoi territory
- Remuneration: starting at \$24/hour

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