



Life's a Conversation

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Hello & Attention ALL STUDENTS

The following is a paid position.

There is **ONE** position available, funded by a [Canada Summer Jobs](#).

Eligible Applicants must be:

- a) Age 30 or under
- b) Available to work **26 hours per week for 12 consecutive weeks between May and August.**
- d) A Canadian Citizen, permanent resident, or a person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- e) Legally entitled to work according to Ontario legislation and regulations
- f) Have a valid SIN Card

Deadline for Applications: **Friday May 1st.**

Submit cover letter & resume to [Shannon Hill](mailto:shill@aphasia.ca), Manager Volunteer Services (shill@aphasia.ca).

Position Title: Communication Services Coordinator

Reporting to: Shannon Hill, Manager, Volunteer Services

Location: This position requires **both online and in-person (onsite)** program support
Scheduling to be determined in collaboration with Supervisor and Program Team

Duration: 12 weeks, 26.25 hours/week

This position starts on **May 25th** and finishes **August 14th.**

Description

This position will cover various roles within our Community Aphasia Program (CAP):

- Conversation Group Facilitator
- Outing assistance
- Support to Young Persons' Meet-Up
- Life Story
- Skills-based programming

Additionally, this role(s) may include:

- One-to-one Online Outreach to members
- Creation of client programming resources

Aphasia (UH-FAY-ZEE-UH) is a communication disorder, resulting from stroke, brain injury, or brain illness. Although people with aphasia remain competent, aphasia can affect speaking, understanding spoken language, reading, writing, and/or participation in daily conversations.



Much of this employee's work will be done in collaboration with other students, staff and volunteers throughout the summer.

Training & Supervision

Training will follow the format of the Conversation Co-Facilitator role, in addition to task specific instruction by program staff. This position is supervised by the Manager, Volunteer Services and will be supported by all CAP staff. The Aphasia Institute is a team-oriented work environment, and the successful applicant will be coached and mentored with respect to how to work in such a collaborative manner.

Tasks & Responsibilities

- Available as a "float" to fill gaps in the Community Aphasia Program, specifically conversation groups online and onsite
- Provide support to Program Staff in the day-to-day running of all programs (ie. direct clients to their program, monitor "attendance board", provide reminder calls to enable clients to join online etc.)
- Support program staff with the creation of new communicatively accessible resources
- Completion of administrative tasks associated with the running of client programs (ie. Registrations for client programs, coordinating client-focused Town Hall, Agency Calendar)
- Work one-on-one with clients to complete Life Story resources
- Work one-on-one to enable clients to accomplish personal goals (i.e. Accessing Wheel Trans or other community resource)
- Assist Coordinator Community Integration and Recreation to create a social/support program for clients who are considered "youth"
- Follow guidelines and protocol outlined in Employee Agreement
- Follow guidelines and protocol outlined in Confidentiality Agreement

Skills Required

- Excellent interpersonal and communication skills
- Fluency in spoken and written English
- An ability to work with individuals with severe disabilities
- Skilled in SCA™ and knowledge of aphasia
- Working knowledge of Microsoft Office365, Adobe Illustrator and Mac
- Self-Directed, able to work productively with minimal supervision
- The ability to manage time and projects with varying deadlines
- Willingness to seek new learning opportunities and open to collaborative feedback as appropriate in an adult learning environment
- The ability to be flexible and to adapt to changing environments and working with a variety of different people



The Aphasia Institute welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.

We encourage applications from persons with disabilities, people from racialized communities, people identifying as Indigenous, persons of all sexual orientations and gender identities. We seek to attract and retain individuals who will work together to create and sustain a vibrant, healthy, safe, and caring community.

While we thank all candidates for their interest, only those selected for an interview will be contacted. We regret we are unable to accept telephone inquiries.

Please submit cover letter and resume to Shannon Hill, Manager, Volunteer Services (shill@aphasia.ca) **by Friday May 1st.**