

PLEASE  
SHARE,  
POST, COPY,  
DISTRIBUTE



The Consumer/Survivor Information Resource Centre  
Distributed through generous support from CSRU Program (Community Support and Research Unit) of  
[CAMH](#) (Centre for Addiction & Mental Health)

# BULLETIN

*Information for consumer/survivors of the mental health system,  
those who serve us, and those who care about us.*

---

**December 15<sup>th</sup>, 2005**  
Bulletin 313

---

C/S INFO CENTRE DROP-IN HOURS: 1-4 Monday-Friday. PHONE HOURS: 9-5 Monday-Friday  
LOCATION: 252 College Street, 3<sup>rd</sup> Floor, Toronto, ON  
MAILING ADDRESS: c/o CAMH, 250 College Street, Toronto, ON M5T 1R8  
TEL: 416 595-2882 FAX: 416 595-0291 E-MAIL: [csinfo@camh.net](mailto:csinfo@camh.net)

**For some people this is a difficult time of year. In our last issue of the Bulletin, we asked you to share any strategies or tips on coping during the holidays. Here are some suggestions we got from you...**

One reader, when dealing with depression, chooses to look at pictures and photographs. She suggests making a list and sending inexpensive Christmas cards to friends. Sometimes when she's with friends, they all talk about their concept of Santa when they were children and get a real laugh.

Sometimes playing and singing music helps during the holidays. Play relaxing or non-relaxing music. Sing holiday and non-holiday songs at a karaoke place. You do not even have to go to a karaoke place, maybe start a singing contest of who can sing the loudest or keep a note the longest.

Get a massage from someone you trust, as many people get tense during the holidays.

Drink plenty of water. It is a good idea to keep track of how many litres you drink.

It's so tempting to stay hibernating inside, but going outside for even a short walk will help in dealing with tension and depression.

Thank you to all our readers who gave us your suggestions.

Congratulations to Alison and Amy, the winners of our draw. Each will receive a \$10.00 gift certificate from Tim Hortons.

Table of  
Contents

Coping during  
the Holidays  
Page 1

International  
Human Rights  
Day  
Page 2

Special Diet  
Allowance  
Page 3

Free & Low Cost  
Events  
Pages 4, 5 & 6

Announcements  
Page 7, 8 & 9

Job Training  
& Volunteers  
Page 9

Job Postings  
Page 10

## World Health Organization

End human rights violations against people with mental health disorders  
December 10: International Human Rights Day

The World Health Organization (WHO) has dedicated International Human Rights Day, 10 December, to people with mental disorders and the all-too-prevalent violations of their basic human rights. People with mental disorders face an alarming range of human rights abuses in countries throughout the world, yet there are proven ways to dramatically improve the situation.

Misunderstanding and stigma surrounding mental ill health are widespread. Despite the existence of effective treatments for mental disorders, there is a belief that they are untreatable or that people with mental disorders are difficult, not intelligent, or incapable of making decisions. This stigma can lead to abuse, rejection and isolation and exclude people from health care or support. Within the health system, people are too often treated in institutions which resemble human warehouses more than places of healing.

"There are still far too many violations of the human rights of people with mental disorders. However, too often both the health and human rights agendas overlook these problems, and as a result, they slip between the cracks," said Dr Lee Jong-wook, Director General of WHO. "We have solutions to reverse the situation, in rich and poor countries alike. I urge countries, international organizations, academia, the healthcare and legal sectors and others to take a hard look at the conditions of people with mental disorders and take action to promote and protect their rights."

To mark International Human Rights Day, WHO is drawing attention to the problems and the solutions in a new online photo essay: *'Denied Citizens: Mental Health and Human Rights'*, which highlights some of these human rights violations, and gives examples of how they can and must be stopped.

More than 450 million people throughout the world have mental, neurological or behavioural problems. Yet the majority of these people do not receive human rights protection or appropriate mental health treatment and care because of the low priority given to mental health. For example, 64% of countries do not have any mental health legislation, or, that which exists is out-of-date. Much existing mental health legislation fails to protect the rights of people with mental disorders; 30% of countries lack a specified budget for mental health, 20% spend less than 1% of their total health budget on mental health.

More and more countries are modernizing their mental health policies, services and laws, however. The health authorities of around 30 countries have recently joined the new *WHO Mental Health Policy Project: Addressing Needs, Improving Services (MHPP)*. This project provides countries with guidelines, particularly the WHO Mental Health Policy and Service Guidance Package and WHO Resource Book on Mental Health, Human Rights and Legislation, as well as training and support, in order to improve access to high quality care in the community, end cruel and abusive treatment, eliminate stigma and discrimination, promote and protect human rights, and ultimately improve the lives of people with mental disorders.

"There has been a growing commitment to human rights in some of these policy and legal reform efforts," said Dr Michelle Funk, Coordinator, Mental Health Policy and Service Development at WHO. "However an enormous amount of work remains before us. We must continue to do everything in our power to end human rights violations, discrimination and stigma."

The photo essay, *'Denied Citizens: Mental Health and Human Rights'*, and supporting WHO mental health and human rights activities are undertaken with support from the Geneva International Academic Network (GIAN/RUIG) and the Swiss Agency for Development and Cooperation, as well as the collaboration of the University of Geneva.

Additional examples of human rights violations of people with mental health disorders

Some people are isolated and locked in cage-like rooms or restrained to their beds for extended periods of time with little or no human contact. Others are subject to the misuse of psychotropic medications. In some institutions patients lack proper clothing, clean water, adequate food or functioning toilet facilities. In many care situations, patients are not provided with a sense of purpose or community and are isolated from family, friends and opportunities for work, all of which are detrimental to improved mental health. \*

\* Extracts from WHO photo essay *Denied Citizens: Mental Health and Human Rights* at <http://www.who.int/>. and the full text and testimonials, community and country examples can be viewed at: [www.who.int/en/](http://www.who.int/en/)

Policy Project: *Addressing Needs, Improving Services (MHPP)* can be viewed at [www.who.int/mental\\_health/policy/en/](http://www.who.int/mental_health/policy/en/)

**For more information contact:**

Dr. Michelle Funk, Coordinator, Mental Health Policy and Service Development

Department of Mental Health and Substance Abuse, WHO/Geneva

Telephone: +41 22 791 3855, E-mail: <mailto:funkm@who.int>

## Special Diet Allowance Update

### The Privacy Rights Debate

By Janet Maher

The latest salvo in the Special Diet Allowance wars has been fired by Doctor Gary Bloch, a family physician at Toronto's St. Michael's Hospital. He has sent a letter of complaint about the new application forms to Ann Cavoukian, the Privacy Commissioner for Ontario. The new forms that were introduced on November 18<sup>th</sup> require the healthcare professional to disclose the actual medical condition that the person has that qualifies her/him to receive the Special Diet Allowance. Dr. Bloch asserts that this is a violation of patient doctor privacy, and social services workers have no right to know such information. (While the form has always needed a healthcare professional to state which special diet the person needed, there was no need to state that a person had a specific condition, such as Diabetes or HIV).

The Chief of the Department of Family and Community Medicine at St. Michael's Hospital, Dr. Philip Berger, calls it, "another misguided attempt to intrude into the lives of people living in poverty. As a health provider, I am left with an impossible choice: to breach patient confidentiality or to deny my patients their ability to buy food."

Dr. Bloch's letter was sent November 22, 2005. No response as yet.

Janet Maher is a community activist who works with the Medical Reform Group. This is a shortened version of her article in Straight Goods. Used with permission.



## alPHA says Raise the Rates!!! It's a Public Health Issue

The Association of Local Public Health Agencies in Ontario (alPHA), unanimously passed a resolution calling on the provincial government to increase social assistance rates. They state that nutritious food basket measures show that families on social assistance cannot afford adequate nutrition. "This desperate situation led to a recent grassroots effort that saw health care providers throughout Ontario approving thousands of applications for the Special Diet supplement" which was then cut by Minister Sandra Pupatello.

The Association's specific recommendation is that "the government of Ontario be urged to review the adequacy of Ontario works and Ontario Disability Support Program rates from a health perspective and that allowances for basic needs and shelter be based on actual current representative costs."

The resolution was passed unanimously at alPHA's Annual General Meeting on November 22, 2005.

With files from Nancy Vander Plaats of the Scarborough Community Legal Clinic services and ODSP Action Coalition:



## EVENTS



### Thursday, December 15<sup>th</sup>

**No Home for Holidays. Free.** The Speaker's Bureau on Homelessness and Mental Health presents No Home for the Holidays. Speakers talk about their personal experiences with poverty and homelessness. Centre for Addiction and Mental Health. 1001 Queen St. W. 416 504-1693. 1:00 – 3:00 pm.

**Let Them Eat Cake: Poor and Hungry in Ontario. Free.** Town Hall Meeting: Expert panelists discuss the link between poverty and illness, the serious consequences of inadequate social assistance rates and the recent cuts to the special diet benefit. St. Michael's Hospital Auditorium, 30 Bond St. [Queen St. entrance] 7:00 - 9:00 pm.

**RCM Jazz Choir. Free.** Ensemble concert. 90 Croatia St., 416 408-2824 ext. 321. 7:30 pm.

### Friday, December 16<sup>th</sup>

**Tea and Entertainment. Free.** Enjoy films, sing-alongs and treats. Biography Series presents the movie, Estee Lauder, The Sweet Smell of Success. North York Central Library, Auditorium, 5120 Yonge Street. Info: 416 395-5639. 2:00 - 4:00 pm.

**A Celtic Christmas. \$15.00.** Sandy MacIntyre & "Steeped in Tradition" present an evening of toe-tapping Celtic Christmas music. Pre-registration only. Call 416 394-8113 to register. Montgomery's Inn, 4709 Dundas Street West. Info: [www.montinn@toronto.ca](http://www.montinn@toronto.ca). 8:00 pm.

**Christmas Open House. Free.** The Queen Saulter Library. 765 Queen St. E. Info: 416 393-7723. 2:00-5:00 pm.



### Saturday, December 17<sup>th</sup>

**Holiday Party and Booklet Launch. Free.** Enjoy food, poetry, music and art presented by The Friendly Spike Theatre Band, in celebration of Hope for Change, by Mel Starkman. 6 St. Joseph St. Info: 416 516-4740. 6:00 – 8:30 pm.

**Cavalcade of Lights Saturday Night Fireworks. Free.** Spectacular fireworks with skating to music following the fireworks display. Nathan Phillips Square, 100 Queen Street West. Info: 416 338-0338. 7:00 pm.

**Mincemeat, Pomanders and Paper Chains. Adults \$4.25.** Enjoy the sights and aromas of traditional holiday foods being prepared in the open hearth kitchen. Gibson House, 5172 Yonge Street [just north of the North York subway stop] Info: 416 395-7432 or [www.gibsonhouse@toronto.ca](mailto:www.gibsonhouse@toronto.ca). Saturday December 17<sup>th</sup> and Sunday December 18<sup>th</sup> 12:00 – 5:00 pm.

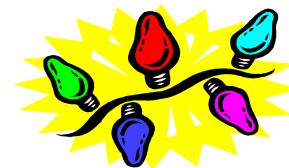


**Urban Lights, Festive Sights. Free.** Celebrate holiday traditions from around the globe at Yonge Dundas Square. Croatia is host country today. North East corner of Dundas and Yonge Street [across from Eaton Centre] Info: [www.ydsquare.ca](http://www.ydsquare.ca). 2:00 – 4:00pm.

**'Twas the Night Before Christmas. Adults \$5.00.** Visions of sugarplums come to life as this historic house is used to explain the world of Clement Clarke Moore and his renowned "'Twas the Night Before Christmas" Sample holiday treats and enjoy listening to this classic Christmas story. Todmorden Mills Arts Centre and Museum, bottom of Pottery Rd. between Bayview and Broadview. Info: 416 396-2819. [www.todmorden@toronto.ca](http://www.todmorden@toronto.ca). 1:00 pm.

### **Sunday, December 18<sup>th</sup>**

**Urban Lights, Festive Sights. Free.** Celebrate holiday traditions from around the globe at Yonge Dundas Square. Serbia is the host country for today. Info: [www.ydsquare.ca](http://www.ydsquare.ca). 2:00 – 4:00 pm.



**Chanukah Party.** \$5 individuals/\$10 families. The Miles Nadal Jewish Community Centre invites you to join their holiday celebrations with latkes, candles, dreidels, songs and some haimishe fun. 11:30- 1:00 pm.

**Sharing Our Traditions. Adults \$8.00.** The Consulate of Iceland and the Icelandic Canadian Club of Toronto present a variety of activities to compare and contrast the Christmas traditions of 1900 Toronto with those of Iceland 100 years ago. Demonstrations offering a variety of foods and craft tables where visitors can make traditional Christmas tree ornaments. Spadina Museum, 285 Spadina Road [Next to Casa Loma] Info: 416 392-6910 or [www.spadina@toronto.ca](mailto:www.spadina@toronto.ca). 2:00 pm.

### **Monday, December 19<sup>th</sup>**

**Country Christmas. Adults \$4.25.** See Christmas of 1851 at historic Gibson House Museum where visitors are welcomed with tastes of historic foods and tours of this gracious rural home decorated for the holiday season. Open through to December 23<sup>rd</sup>. Gibson House, 5172 Yonge Street. Info: 416 395-7432 or [www.gibsonhouse@toronto.ca](mailto:www.gibsonhouse@toronto.ca). 12:00 – 5:00 pm.

### **Tuesday, December 20<sup>th</sup>**

**Holiday Movie Night. Free.** Malvern Library, 30 Sewells Rd. Info: 416 396-8969. 6:00- 8:00 pm.

### **Wednesday, December 21<sup>st</sup>**



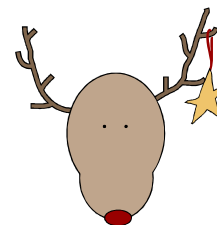
**Kensington Market Festival of Lights. Free.** Light up the shortest day of the year. Enjoy a lantern lit celestial carnival and Samba Squad as they move through the narrow streets of the Kensington Market area. Musicians, giant puppets, stiltwalkers, firebreathers and attending revellers beg for the return of the sun and honour traditions of the Winter Solstice. Bring a lantern, sound maker and dress warmly. Info: 416 598- 3729. Parade starts at Augusta & College around 5:45 pm. Post parade stage continues until 8:00 pm.

**While the Cold Winds Blow. Adults \$5.50.** This exhibit invites visitors to explore a culturally varied celebration of the festive season past and present. These celebrations represent the diverse communities historically neighbouring the museum. Mackenzie House, 82 Bond Street. Info: 416 392-6915 or [www.machouse@toronto.ca](http://www.machouse@toronto.ca). 12:00 – 4:00 pm.

**Coping Through Humour. Free.** This support group explores the coping benefits of humour. Mood Disorders Association of Ontario. 40 Orchardview Blvd. Suite 221. Info: 416 486-8046. 1:30 – 3:30 pm.

### **Thursday, December 22<sup>nd</sup>**

**An Edwardian Christmas. Adults \$6.75.** At this time of year Spadina Museum is dressed up for the holidays with traditional greenery, red bows and poinsettia everywhere. Make sure you ask to see how they decorate the moosehead. Tours highlight the traditions of the Austin family in Toronto circa 1900. Enjoy cider and a Christmas treat from the kitchen. Spadina Museum, 285 Spadina Rd. [next to Casa Loma] Info: 416 392-6910 or [www.spadina@toronto.ca](http://www.spadina@toronto.ca). 12:00 – 4:00 pm.



### **Friday, December 23<sup>rd</sup>**

**The Christmas Story Church of the Holy Trinity. pwyc.** Friday evening performances are interpreted for the hearing impaired. Doors open half an hour before performance. Church located in Trinity Square between Eaton Centre and Marriott Hotel Info: 416 598-8979. 7:30 pm.

### **Saturday, December 24<sup>th</sup>**

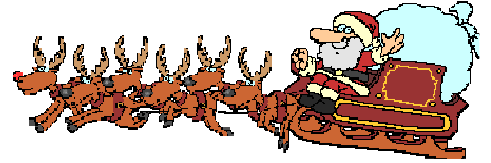
**Community Christmas Pageant - Babe in the Barn. Free.** The evening begins with carolling in the Drive Shed, continues with a candlelight procession through the farm and ends with carolling in the lower barn where there is a tableau of the Holy Family in the straw, and all the farm animals nearby. Riverdale Farm, 201 Winchester St. Info: 416-392-6794. 7:00 pm – 7:30 pm.



**Nathan Phillips Square Ice Skating. Free.** Weather permitting join the fun on ice. Skate rentals available and indoor change rooms. City Hall, Nathan Phillips Square, 100 Queen Street West. Info: 416 338-7465. Daily 10:00 am – 10:00 pm.

**Sunday, December 25<sup>th</sup>**

**Christmas Day Open House. Free.** Everyone welcome, food provided. Gerstein Crisis Centre, 100 Charles Street East [Bloor & Jarvis] Info: 416 929-0149. 1:00 – 4:00 pm.



**Scott Mission Christmas Breakfast. Free.** Scott Mission provides two sitting for Christmas breakfast at 10:30 am and 11:30 am. Scott Mission, 502 Spadina Ave. [at College Street] Info: 416 923-8872.



**Monday, December 26<sup>th</sup>**

**Boxing Day Dinner. Free.** The 519 Church Street Community Centre Drop-In will be holding a Boxing Day dinner. The Drop-In will be open from 8:00 am – 5:00 pm. Dinner will be served at noon. 519 Church St., Info: 416 392-7288 or [www.the519.org](http://www.the519.org).

**Christmas Treats Walk Toronto Zoo. Free.** The zoo dishes out holiday fare to the Siberian tigers, polar bears, reindeer and other animals. Strolling carollers, free hot chocolate following the walk. Info: 416 392-5900. 10:00 am.

**Tuesday, December 27<sup>th</sup>**

**Preparing for Hogmanay. Adults \$4.25.** Preparations for New Years begin. Join in the celebration of David & Eliza Gibson's Scottish heritage as they prepare for Hogmanay, the Scottish New Year. Enjoy a tour of the historic house led by costumed guides and tastes of holiday foods. Gibson House, 5172 Yonge Street, Info: 416 395-7432 or [www.gibsonhouse@toronto.ca](mailto:www.gibsonhouse@toronto.ca). 12:00 – 5:00 pm.



**Wednesday, December 28<sup>th</sup>**

**Allan Gardens Christmas Flower Show. Free.** Long standing holiday tradition features spectacular topiary masterpieces, wreaths. South side of Carlton between Jarvis and Sherbourne. Info: 416 392-7288 or [www.toronto.ca/parks](http://www.toronto.ca/parks) Daily 10:00 am to 5:00 pm.

**Thursday, December 29<sup>th</sup>**

**Natrel Ice Rink at Harbourfront Centre. Free.** Skate to music by the water on a beautiful outdoor rink. Skate rentals and indoor change facilities on site. 235 Queens Quay West. Info: 416 973-4866. 10:00am to 10:00 pm.

**Friday, December 30<sup>th</sup>**

**Christmas Flower Show 2005. Free.** Enjoy the last day of the Annual Christmas Flower display by candlelight. Regular show runs through to January 1. Centennial Park Conservatory, 151 Elmcrest Rd. Info: 416-394-8543. 10:00 am – 7:00 pm.

**Saturday, December 31<sup>st</sup>**

**CityTV's Traditional New Year's Eve Bash. Free.** Annual celebration at Nathan Phillips Square. Some of the hottest pop artists perform live at this alcohol-free evening of fun. City Hall, Nathan Phillips Square, 100 Queen Street West. 10:30 pm - 12:01 am 2006.

**Happy New Year**

**2006**





## Announcements



### **The Toronto Speakers Bureau on Homelessness and Mental Health Presents...**

**...no home for the holidays**

Please join us on  
**Thursday, December 15<sup>th</sup>**  
**1-3pm**

Malcolmson Theatre  
1001 Queen St. West

Please join us for our premier event where we will discuss our personal experiences with poverty and homelessness and offer up our ideas on how we can address some of the issues faced by our community. Learn more about the work of the Speaker's Bureau and how you can support our work in the future.



## **Let them Eat Cake: Poor and Hungry in Ontario**

**Come to a Town Hall Meeting**

**Thursday December 15, 2005 from 7:00 to 9:00 pm**

**St. Michael's Hospital Auditorium  
30 Bond Street (near Queen/Yonge)**

Discuss with our expert panelists the link between poverty and illness, the serious consequences of inadequate social assistance rates, and the recent cuts to the special diet benefit made by the McGuinty government.

Moderator: Joan Lesmond, President, Registered Nurses' Association of Ontario (RNAO)

Panelists:

- Dr. Dennis Raphael, PhD – Health policy expert and author of "Social Determinant of Health: Canadian Perspectives"
- Dr. Tara Kiran, MD, CCFP – Family physician working with low income families
- Kathy Hardill, RNEC – Street nurse and long time homeless advocate
- Two social assistance recipients – who will speak about their struggles and the impact of the special diet benefit on the lives of their families.

# CAREGIVING AND SCHIZOPHRENIA STUDY

Researchers at the University of Toronto Faculty of Social Work would like to speak to people who are diagnosed with schizophrenia about how they feel about the caregiving they give and receive. This information will be used to develop a new model of caregiving that includes perspectives of people who are living with mental illness. Participants will be paid \$20 for a 1-1½ hour interview. **For more information, contact Andrea at 416 946-8225.**



## Social Justice and Political Activism (Attend this Course for Free)

January–April, Thursdays 4–7      York University at the Keele campus

The course encourages participation, without any fees, for labour and community activists alongside formal students. The seminar runs this coming winter. The discussions will include trying to understand the relationship between various conceptions of social justice and its particular context of global capitalism and American empire, historical attempts to envision and act on alternative conceptions of social justice, an evaluation of current working class and social movements, and coming to grips with developing the collective capacities to make radical social change possible.

Any questions or interest should be forwarded to Sam Gindin [sgindin@yorku.ca](mailto:sgindin@yorku.ca)



## Queen Street Patient Rounds

**Monday January 23rd 2006 1:00-2:00 PM**  
**Room 160 Empowerment Council Office**  
1001 Queen Street (near Mall, near Patient Advocate Office)

### **Short Film: The Power Of Water**

Our bodies should be over 70% water. The difference between health & sickness is as simple as the water we drink everyday.

**Followed by a discussion by artist and film maker LAVA on the importance of staying healthy, eating well and drinking lots of water!**

\*\*Attendance at Queen Street Patient Rounds is for clients, psychiatric survivors, consumers connected to services of Queen Street Site of the Centre for Addiction and Mental Health. The meeting is also an opportunity to learn more about community resources, programs, concerns about care or treatment

**For more info call - (416) 535 -8501 Ext 3013**



The Mood Disorders Association of Ontario is having a Distinguished Speakers Evening

**When:** Wednesday, January 4, 2006, 7:00 PM – 9:00 PM

**Where:** 40 Orchard View Boulevard, Suite 200

**Topic:** Patient Protections in the Mental Health Act – Help or Hindrance to Treatment

**Presenters:** An Osgoode Law School Professor on Law & Psychiatry & a Doctor/Psychiatrist

**Job Training and Volunteer  
Announcements**

***AIDS 2006 Canada Welcomes the World to Toronto!***

**COMMUNITY FORUMS AND INFORMATION SESSIONS**

Learn about AIDS 2006 and how you can participate

- Overview of conference structure and organization
- Details regarding program sessions and activities
- Information on how to navigate the website
- On-line application forms
- Canadian Scholarship Program
- Global Village, Youth and Culture Program Updates
- Key dates and deadlines

**Information Session for AIDS Service Organizations and Related Sectors:  
Executive Directors, Managers, Program Coordinators, Front-Line Staff, and Volunteers ...  
all welcome!**

**Monday December 19<sup>th</sup> 2005 from 2-4 pm**

**Community Forum for the General Public:  
Monday December 19<sup>th</sup> 2005 from 6-8 pm**

**The 519 Community Centre, Auditorium  
519 Church Street, north of Wellesley**

**For more information, please contact: Paul Adomako, Outreach Coordinator**

**416 840-3334**

**[outreach@aids2006.org](mailto:outreach@aids2006.org)**



**Free online programs for Canadians with disabilities**

Business Plan Development; Business Management; and Web Design. One-on-one business coaching and networking available through instant text messaging, conversation cafes, e-mail and phone. If you are interested in starting your own business, contact the Canadian Society for Social Development. Visit <http://www.cssd-web.org>

## Job Postings

### Full Time Permanent Employment

**A-WAY EXPRESS** is a not-for-profit courier business run by and for survivors of the mental health system. A-WAY Express is looking for a full-time Courier Manager to join their dynamic team of dedicated employees. This is a full-time permanent position. Duties include hiring, training, supervising and scheduling courier and office staff. The Courier Manager will also advocate on behalf of employees regarding ODSP, CPP, housing and other training and employment opportunities. Applicants should be familiar with standard personnel practices and basic computer skills. Owning a car is an asset. For a full job description, contact the Executive Director at 416 424-2266 or [execdir@awaycourier.ca](mailto:execdir@awaycourier.ca). Deadline to apply is December 31, 2005.

### Computerized Note Takers

#### Part Time

You Can Make The Difference. Contribute to the intellectual development of the deaf and hard of hearing. This fantastic opportunity will allow you to demonstrate your compassion and experience in enabling others to lead successful lives!

**Responsibilities:**

Working one-on-one with students who are deaf and hard of hearing, you will type notes on your laptop during classroom lectures. Preparation before lectures is critical to taking notes that are pertinent. After lectures you will edit and proofread notes to ensure that the notes are clear, concise and include all necessary information for the student.

**Qualifications:**

Type 70+ wpm with accuracy; Strong proofreading, editing and written communication skills; Advanced knowledge of word processing and Microsoft Office; Must own or have access to Laptop computer; Available to work between 7AM-10PM Monday to Friday and occasionally on weekends; Flexibility to attend lectures at various college campuses- Humber, Centennial, George Brown, Seneca; Ability to accommodate last minute schedule changes; Superb interpersonal skills and a Post-secondary education.

Please send resume by **January 1st, 2006** to [torontodowntown.on@na.manpower.com](mailto:torontodowntown.on@na.manpower.com).

On the subject line, write, Computerized Note Taker. Applicants should quote Job# "Computerized Note Taker". For more information visit: <http://www.manpower.ca>

### Fitness Instructor - *Women on the Move* program.

The **qualifications** of the fitness instructor include

- Experience working in a weight room and/or with fitness equipment
- Knowledge/experience in writing individual fitness programs
- Fluency in English
- Sensitivity to and ability to work with diverse communities of women.

Rate of pay is \$15 per hour      7½ hours per week.

*The program runs from January 2006 through June 2006 Monday, Wednesday and Friday mornings 9:00 to 11:00 AM.*

Please apply in writing by no later than **5:00 PM on Friday, December 23, 2005**

**Fitness Instructor Hiring Committee**

c/o Elizabeth Buchanan

Doorsteps Neighbourhood Services

20 Falstaff Ave., Unit 101

Toronto, ON M6L 2C8

Or by Fax 416-241-7131