



9 May 2017

Internal/External Job Posting

**Adult Day Centre Program Worker, Summer Student, 188 Carlton Street
Contract, Summer Position, June 5 - August 28, 2017 (34.5 hrs/wk)**

Dixon Hall Neighbourhood Services is multi-service agency located in the heart of east downtown Toronto. For 87 years, we have been touching the lives of thousands of our community's most vulnerable residents by providing a range of programs and services across every stage of life.

Reporting to the Adult Day Program Coordinator, the Adult Day Centre Program Worker, Summer Student, position is responsible for assisting with working with seniors who are physically frail and/or have Alzheimer Disease or related dementia and adults with disabilities at Dixon Hall Neighbourhood Services ("DHNS").

The Adult Day Centre Program Worker, Summer Student is required to perform his/her duties in a manner consistent with Dixon Hall's Mission, Vision and Values, ensure safety, and demonstrate customer service excellence.

Responsibilities:

- Assist with the delivery of programs to participants
- Assist in planning, Implementing, monitoring and evaluating Day Program activities
- Assist and escort clients on agency transportation vehicles
- Assist clients with activities of daily living such as toileting, transferring or eating functioning
- Maintaining accurate client documentation and records
- Maintain a clean and safe environment
- Undertake other tasks and responsibilities as assigned, within the purview of the job description

Special Specifications

This position is made possible through Canada Summer Jobs, an initiative of Employment and Social Development Canada. To be eligible for this position, participants must:

- Be between 15 and 30 YEARS OF AGE at the start of employment
- Have been registered as a full-time student in the next academic year
- Be a Canadian citizen, permanent resident or person to who refugee protection has been conferred under the Immigration and Refugee Protection Act

- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

Qualifications/Specifications

- A college diploma or degree in progress as a Social Service Worker or related field of study
- Placement opportunities in similar environments
- Excellent knowledge and understanding of working with seniors who are physically frail and/or have Alzheimer Disease or related dementia and adults with disabilities
- Excellent communications skills, both written and verbal
- Dependable, punctual and flexible
- Proficient with Microsoft Office (Word, Excel, Outlook, Publisher) and database management
- Able to work efficiently as part of a team as well as independently
- A second language is a definite asset

Salary: \$12.00 (hourly) plus 4% vacation pay.

To apply please send your resume and cover letter Quoting File # **17-Seniors-04** by **May 23, 2017** by email at hr@dixonhall.org or by regular mail attention to:
Human Resources
Dixon Hall Neighbourhood Services
192 Carlton Street, Toronto ON M5A 2K8

Internal Applicants please mark “internal” on envelope and/or put same in the subject line if applying by email.

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.