

Job Posting

Job Title:	Saturday Adult Day Program Worker	Status:	Part-time Permanent
Department:	Seniors	Union:	Included (CUPE)
Salary :	Start Rate \$16.88/hr (Job Rate: \$17.10/hr)		
Posting Date:	October 31, 2017	Posting Close:	November 14, 2017

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.

Dixon Hall Neighbourhood Services (DHNS) Seniors Services is currently welcoming applications from qualified applicants for the position of Saturday Adult Day Program Worker. We are looking for caring and enthusiastic individuals to join our team and become part of a progressive non-profit organization.

Reporting to the Coordinator, Adult Day Program, the Saturday Adult Day Program Worker is responsible for the development and implementation of program activities for the participants of an integrated Adult Day & Alzheimer Day Programs. Clients of these programs are physically frail, physically disabled and/or cognitively impaired. This programming includes planning, implementing and evaluating recreation, social and educational programs for the diversified members of the Adult Day and Alzheimer Day Programs. The position involves working in programs hosted in the Dixon Hall Neighbourhood Services Seniors Day Program facilities.

Responsibilities:

1. Assist in establishing comprehensive Adult Day and Alzheimer Day Programs by participating in goal oriented recreational programming for clients and groups requiring specific therapeutic and recreational interventions.
2. Advocate for clients to ensure programming needs are client -focused by working within the determined clients physical, mental, and social limitations and by ensuring supervision, safety and protection of clients during activities/programs.
3. Develop, organize, deliver, evaluate and monitor the implementation of programs based on present needs of individuals and groups.
4. Provide group recreational therapy programs based on assessed needs.
5. Observe and monitor clients physical and psycho-social status
6. Establish and maintain effective communications in promotion of the Day Program and document all relevant information regarding client's goals, participation and performance, including establishing and maintaining effective communication between the other members of the team (clients, families, students, volunteers and other external agencies).
7. Report changes in clients' physical, emotional or psychological functioning.
8. Assist clients with activities of daily living, such as toileting, transferring or eating.
9. Maintain accurate client records and statistics.
10. Transport and/or escort clients to the program.
11. Create a facility environment that protects the confidentiality of clients, staff and activities of Dixon Hall Neighbourhood Services.
12. Protect their own health and health of others by adopting safe work practices, reporting unsafe conditions

immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

13. Supervise, direct, and monitor volunteers
14. Other duties associated with the requirements of this role as assigned.

Qualifications:

- A Certificate in Activation Techniques, Gerontology, Working with the Aged, or equivalent is required.
- Minimum of 1 year experience in a community Adult Day Program, or a community service agency for seniors, or related field.
- Certificate for Food Handler Certificate recognized by the Public Health Unit.
- Experience/education in recreational program planning preferred
- Knowledge and experience working with seniors who are frail and/or cognitively impaired, and adults with disabilities and in providing social-recreational programming for seniors and adults with disabilities.
- Excellent communication, interpersonal and organizational skills.
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, team work, initiative/self-management, accountability, flexibility and adaptability.
- Excellent verbal and written English language communication skills;
- Computer skills required (MS Office applications)
- Self-directed and independent, as well as proven experience in working effectively as an inter-disciplinary team member and in collaboration with other community professionals.
- A satisfactory Vulnerable Sector Criminal Records Check is required
- Fluency in a second language reflective of the Mid-East Downtown Toronto area is an asset.
- Experience documenting and maintaining accurate client and program records.
- Able to maintain strict confidentiality.

To apply, please email your resume and cover letter as a single Word or pdf document to hr@dixonhall.org before **November 14, 2017 at 4 p.m.** quoting File #17-SRS-04 in the email "Subject" line.

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 for an interview, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.