

Job Posting

Job Title:	Program Worker, Adult Day Centre	Status:	Full-time (34.5 hrs/wk.), Summer Student Contract
Department:	Senior's Services	Union:	Included (CUPE)
Salary Level:	\$ 14.00/hour	File No.:	#18-SRS-08
Posting Date:	May 4, 2018	Posting Close:	May 18, 2018 (4:00 p.m.)

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 is currently accepting applications from qualified candidates for the position of Adult Day Program Worker Summer Student. Reporting to the Manager Community Based Programs, the Adult Day Centre Program Worker Summer Student is responsible for working with seniors who are physically frail and/or have Alzheimer Disease or related dementia and adults with disabilities at Dixon Hall.

Responsibilities:

- Assist with the delivery of clients.
- 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.
- Observe and report changes in clients' physical, emotional or psychological functioning.
- Maintaining accurate client documentation and records.
- Maintain a clean and safe environment.
- Work collaboratively with other Dixon Hall staff and departments and volunteers.
- Operate in an effective, efficient and client focused manner to achieve the best outcomes for clients.
- Actively participate in department and agency meetings and events.
- Meet regularly with manager/supervisor to discuss individual, team and program effectiveness.
- Undertake other tasks and responsibilities as assigned, within the purview of the job description.

Qualifications:

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 previous academic year and intend to return to school on a full-time basis 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.

Additional organizational qualifications for the role are:

- Working towards completion of a post-secondary Social Service Worker diploma or degree or a related field of study preferred.
- Experience gained through 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 communication skills, both written and verbal.
- Strong verbal and written English language communication skills; fluency in other languages will be considered an asset.
- Dependable, punctual and flexible.
- Proficient with Microsoft Office (Word, Excel, Outlook, Publisher) and database management.
- Able to work efficiently as a part of a team as well as independently.

To apply, please email your resume and cover letter as a single Word or pdf document to hr@dixonhall.org before **May 18, 2018 at 4 p.m.** quoting File #18-SRS-08 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.