

**Job Posting**

<b>Job Title:</b>	Summer Student –Adult Day program ,Program Assistant	<b>Status:</b>	Full-time (35 hrs/wk.), Summer Student Contract
<b>Department:</b>	Senior’s Services	<b>Union:</b>	Included (CUPE)
<b>Salary Level:</b>	\$ 14.00 /hour	<b>File No.:</b>	#19-SRS-18
<b>Posting Date:</b>	May 7, 2019	<b>Posting Close:</b>	May 22, 2019 (4:00 p.m.)

**Dixon Hall Neighbourhood Services** is multi-service agency located in the heart of east downtown Toronto. For 90 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, Program Assistant. 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”).

**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

**Organizational Responsibilities**

- Work collaboratively with the supervisor, Dixon Hall staff, volunteers and partners
- 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
- Work under the guidance of the agency and program policies and procedures, including the Mission, Vision and Values of Dixon Hall
- Meet regularly with manager 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.
- 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 (required).
- Excellent knowledge of issues affecting seniors and others facing barriers in downtown Toronto.
- Strong English language written and verbal communication skills; other languages an asset.
- Effective at building good interpersonal relationships; ability to be flexible and patient when interacting with clients.
- Comfortable speaking and presenting to groups of volunteers.
- Proficient with Microsoft Office (Word, Excel, Outlook, Publisher) and database management.
- Ability to work independently and as part of a team.
- Sensitive to the needs of seniors and individuals with disabilities
- Satisfactory Vulnerable Sector Police Records Check.
- Emergency First Aid/CPR (preferred)

To apply, please email your resume and cover letter as a single Word or pdf document to [hr@dixonhall.org](mailto:hr@dixonhall.org) before **May 22, 2019 at 4 p.m.** quoting File #19-SRS-18 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.