

Job Posting

Job Title:	Adult Day Centre, Program Worker	Status:	Part-time/Permanent (Tuesday&Thursday)
Department:	Senior Services	Union:	Included (CUPE)
Salary:	\$22.09/hr (Start Rate) \$22.94 (Job Rate)	File #	#18-SS-02
Posting Date:	January 4, 2021	Posting Close	January 15, 2021

Dixon Hall Neighbourhood Services is a 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 (DHNS) Seniors Services is responsible for assisting in the development and implementation of program activities for participants of the Adult Day Programs or Alzheimer Day Program including, The Adult Day Centre Program Worker is required to perform the duties in a manner consistent with Dixon Hall's Mission and Values, ensure safety, and demonstrate customer service excellence.

RESPONSIBILITIES

- Assist in planning, implementing, monitoring and evaluating program activities
- Observe and report changes in clients' physical, emotional or psychological functioning
- Assist clients with activities of daily living, such as toileting, transferring or eating
- Provide caregiver support and resources
- In consultation with program coordinators provide information & referral to clients & caregivers about other support services and community resources
- Assist in conducting client follow-up
- Maintain accurate client records and statistics
- Provide support and accompaniment to clients to or from program on agency vehicles
- Participate in meetings and other relevant tasks as required
- Work collaboratively with program staff, supervisor, program manager and other Dixon Hall staff and volunteers
- 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 supervisor to discuss individual, team and program effectiveness
- Undertake other tasks and responsibilities as assigned, within the purview of the job description

QUALIFICATIONS

- Knowledge and experience working with seniors who are frail and or cognitive impaired adults with disabilities
- Knowledge and experience in providing social and recreational programming for seniors and adults with disabilities
- Excellent organizational, communication and interpersonal skills
- Good working knowledge of Outlook, Word and other MS Office applications
- Ability to exercise sound judgement and work collaborately
- Fluency in a second language reflective of the Mid-East Downtown Toronto Area an asset
- Relevant College diploma/university degree (all foreign & diplomas recognized)
- Able to provide a current and satisfactory Vulnerable Sector Police Background Check

To apply, please email your resume and cover letter as a single Word or pdf document to hr@dixonhall.org before, **January 15, 2021, at 4:30 pm** quoting File #**20-SS-02** in the email "Subject" line.

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.