

Job Posting

Job Title:	Program Worker, Adult Day Program	Status:	Full-time
Department:	Seniors	Union:	Included (CUPE)
Salary:	\$23.44	File #:	#22-SRS-24
Posting Date:	September 19, 2022	Posting Close:	October 3, 2022

Dixon Hall Neighbourhood Services (DHNS) is a multi-service agency located in the heart of east downtown Toronto committed to realizing the vision of a city where everyone thrives. Since 1929, 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. We create lasting solutions to end poverty, social injustices, and isolation in Toronto. We value respect, diversity, integrity, care, compassion, and accountability.

Reporting to the Manager, Community Programs, the Adult Day Program Worker is responsible for assisting in the development and implementation of program activities for participants of the Adult Day Programs or Alzheimer Day Program. The Adult Day Program Worker 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 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 or cognitively 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 judgment
- Ability to work collaboratively with team members and others
- Fluency in a second language reflective of the Mid-East Downtown Toronto area is an asset
- Relevant College diploma/University degree (all foreign diplomas recognized)
- Able to provide a current or satisfactory Vulnerable Sector Police Background Check
- MUST be qualified to work in Canada legally for the employer
- MUST be fully vaccinated (two [2] doses) against COVID-19 with a vaccine that has been approved for use in Canada

To apply, please email your resume and cover letter as a single Word or pdf document to hr@dixonhall.org by **October 3, 2022 at 4:30 PM** quoting File #22- SRS-24 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.