

Program Worker, Adult Day Services

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families and groups in the community to gain greater control over their lives and community.

The Adult Day Services Program delivers program services to older adults with Alzheimer's disease or related disorders and to frail or vulnerable adults through a variety of culturally sensitive activities or services in accordance with their special needs. The Program Worker, Adult Day Services takes a lead in monitoring the overall day to day functioning in the program and provides orientation/support to program staff.

Responsibilities:

- Checking and executing the client's daily care plan of specific activities, programs and meals, ensuring that dietary restrictions are observed and that medications are taken appropriately;
- Assisting with the development of the care plan;
- Monitoring, assessing and reporting the client's functioning, (cognitive and physical status), self-care capacity, support, security and service needs as well as the social circumstances of the client, the family and the caregiver to the Coordinator;
- Providing hands-on personal care of clients by feeding and cleaning-up; assisting with toileting and hygiene;
- Monitoring the program floor to ensure that the clients are actively engaged in appropriate activities and remain in the designated program areas;
- Resolving crises or conflicts between participants or with the activities, writing incident reports and reporting issues to the Coordinator;
- Cleaning-up after activities and keeping the program area neat and clean at all times;
- arranging furniture in the program area to suit daily activities;
- Escorting clients around the building;
- Maintaining and ordering adequate quantities of food and supplies for daily activities;
- Recording client's daily attendance;
- Planning and providing special events or celebrations for the clients, (birthdays, anniversaries, etc.);
- Gathering, compiling and maintaining program statistics or records;
- Assisting with client and staff scheduling during absences;
- Participating in program activities, on long-term planning initiatives, on in-house committees, initiatives or activities.

Qualifications:

- Demonstrated knowledge of health care, dietary needs or limitations of individuals with special needs as a result of Alzheimer's and similar disorders such as strokes and Parkinson's disease;
- Post-secondary education in Activation, Gerontology, Nursing or Rehabilitation Therapy;
- Skill is required in crisis intervention, counselling, conflict resolution, and group work;

West Neighbourhood House is an equal opportunity employer. We thank all applicants, but only those candidates to be interviewed will be contacted.

External Job Posting

- Well-developed written skills to complete documentation, progress notes, etc.;
- Well-developed verbal communication skills, to work in a multi-ethnic, multi-racial community setting, with proven cross-cultural communication skills;
- Skill in program planning, implementing, and evaluating;
- Ability to respond to immediate demands and to multitask;
- Ability to physically provide program services and activities, including food preparation, feeding and cleaning of program area, toileting, personal and hygiene care, assist with mobility;
- Ability to work within a team setting;
- **Verbal fluency in Portuguese;**
- Knowledge of computers including CIMS;
- Ability to drive the program van as required.

Status: 6 Month Contract (with possibility of extension)
Start Date: ASAP
Hours: 35
(Weekly schedules between 8:00 a.m. and 9:00 p.m., 5 days a week between Sunday-Saturday. Occasionally this position may also require outside regular work hours for emergency situations. The position may become mobile and require significant travel between program locations, and to participate in sector and community meetings)
Rate: \$23.39 per hour
Unit: Older Adult Centre
Immediate Supervisor: Coordinator, Adult Day Services
Posting Date: March 28, 2019
Closing Date: April 11, 2019
Note: West Neighbourhood House provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. Applicants should make their needs known in advance.

Please send resumes by 5:00 pm on the closing date to:

Hiring Committee
248 Ossington Ave.
Toronto, Ontario
M6J 3A2
dianade@westnh.org