

Internal Job Posting

Program Aide, Adult Day Services (ADS)

West Neighbourhood House, formerly known as 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 Program is a community day program for frail, elderly and individuals with Alzheimer disease or related disorders.

The Program Aide will work collaboratively with the Adult Day Services Care Team to provide direct care support and facilitate access to virtual care from participants' homes.

West Neighbourhood House is actively seeking qualified applications from Indigenous, Black and People of Colour, people with disabilities, women and people of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.

West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.

Responsibilities:

- Assist with activities of daily living; hands-on personal care as such as dressing, toileting, grooming/hygiene, preparing meals, adhering to dietary restrictions, medication reminders as needed.
- Facilitate access to virtual care, recreational and socialization activities from client's homes.
- Engage, encourage, assist clients with activities that meet individual and group needs.
- Attend to clients and/or their caregivers by providing support and respite; monitoring the in-home environment, their mental/physical health and their self-care capacity.
- Accompany clients to and from their homes for outings and/or other activities.
- Other duties as assigned.

Qualifications:

- Personal Support Worker (PSW) Certification from an accredited institution or demonstrated experience in community support services/working with older adults and individuals with special needs.
- Demonstrated knowledge, training and experience in working with individuals suffering from Dementia; other forms of cognitive impairments as well as individuals who are frail, vulnerable or suffering social isolation within-cultural community.
- Demonstrated knowledge, training and experience in working with responsive behaviours and crisis intervention.

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

A United Way Member Agency

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- Good interpersonal and verbal skills in order to interact with clients, their families and their caregivers, and to provide support and empathy.
- Ability to work staggered shifts, including evenings and weekends.
- Knowledge of modern technology is required.
- Verbal fluency in a second language is an asset.
- Possession of a drivers licence an asset.

Status: Permanent Part Time (CUPE Local 3393 Bargaining Unit Position)
Start Date: ASAP
Hours: Up to 24 hours per week (rotating schedule including weekends)
Rate: \$25.86 per hour (5% Vacation Pay, 6% In Lieu of Benefits, 12.5 Vacation Days, 3 Floater Days, Multi-Sector Pension Plan after 6 months)
Unit: Older Adult Centre
Immediate Supervisor: Program Manager, Adult Day Services
Posting Date: July 18, 2025
Closing Date: July 25, 2025
Note: **All Adult Day Program employees are required to be fully vaccinated as a condition of hire in accordance with the West Neighbourhood House Covid-19 Vaccination Policy.**

To apply, please send us a resume and a cover letter describing your understanding of adult day programs and how these programs support people and their caregivers. Also describe your understanding of the Program Aide role.

Please send your resume and cover letter clearly indicating “Program Aide, Adult Day Services - Part Time” by 5:00 pm on the closing date to:

Program Manager, Adult Day Services
248 Ossington Ave.
Toronto, ON
M6J 3A2
nicoca@westnh.org