

Team Leader, 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 Program offers a variety of community-based activities to older adults and persons with age related conditions and individualized careplans. **The Program is available both in-centre and at-home**, and activities include cognitive stimulation, meditation, relaxation and physical exercises as well as respite care, health promotion and a variety of supports to caregivers.

The successful candidate will be part of a multi-disciplinary team reporting to the Coordinator, Adult Day Program Services. The responsibilities of this position include, but are not limited to the overall planning, implementation and evaluation of culturally appropriate activities and services that maintain and promote the physical, emotional and cognitive well-being of the Adult Day Services participants.

West Neighbourhood House is actively seeking applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons 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:

- research, report and recommend new and updated recreational, social and motivational activities and programs for Adult Day Service clients;
- coordinate and maintain staff, student placements and volunteers schedules;
- provide support and direction to staff team, participants' families and caregivers as required;
- gather, compile and maintain program data or other information for reports or proposals;
- prepare activity calendars and program event listings for wider dissemination;
- monitor the program's daily activities and interactions, resolve crises or conflicts between participants and prepare incident reports;
- assess and document the clients' functioning, self-care capacity, support, security and service needs, note and report on changes in behaviour;
- provide hands-on personal care, such as for example, feeding, cleaning-up, toileting and hygiene, in accordance with the client's care plan;
- assist clients in moving to and from transportation, ensure that clients remain within designated areas;

Internal Job Posting

- collaborate with program planning initiatives, the on-going evaluation, development and maintenance of all aspects of the program; participate on in-House committees, events, and joint initiatives between programs;
- provide other related assistance as required.

Qualifications:

- post-secondary education and relevant experience in Activation, Gerontology, Recreational Therapy, Nursing or Social Services;
- 3-5 years experience working with cognitively impaired, frail and disabled older adults in a multi-cultural community;
- knowledge of the health care system and resources available in the community;
- intermediate to advanced knowledge and experience with video conferencing software to facilitate virtual care activities;
- strong organizational skills and the ability to multi-task;
- strong team development and leadership skills;
- experience in volunteer and staff supervision;;
- experience with scheduling
- demonstrated skill in assessing and analyzing individual care plans and program planning;
- ability to provide assistance with activities of daily living; assistance with personal hygiene as required
- ability to organize, schedule, co-ordinate and follow-up on a variety of program activities or delivery logistics;
- skill in crisis intervention, conflict resolution and group work;
- knowledge of database (Alyacare) word processing software and Activation apps;
- well-developed written and verbal communication skills, to work in a multi-ethnic, multi-racial community setting, proven cross-cultural communication skills;
- computer skills are essential: familiarity with Office 365, experience with Alayacare, Care dove and Trapeze or other databases is an asset and willingness to be trained in evolving software is expected;
- fluency in a second language and ability to drive a program vehicle are strong assets.

Status:	Permanent Full Time (Bargaining Unit Position)
Start Date:	ASAP
Hours:	35 (Must be willing to work flexible hours including evenings and weekends)
Rate:	\$26.60 per hour
Unit:	Older Adult Centre
Immediate Supervisor:	Coordinator, Adult Day Services
Posting Date:	May 6, 2022
Closing Date:	May 13, 2022
Note:	All West Neighbourhood House employees are required to be fully vaccinated as a condition of hire in accordance with the West Neighbourhood House Covid-19 Vaccination Policy

Internal Job Posting

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

Coordinator, Adult Day Services
248 Ossington Ave.
Toronto, Ontario
M6J 3A2
jeanno@westnh.org