

Team Leader, Adult Day Services

West Neighbourhood 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 care plans. **The Program is available both in-centre and at-home**, and activities include cognitive stimulation, music, meditation, arts 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 Program Manager, 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 qualified 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 innovative recreational, social and motivational activities and programs with 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;
- Participates as a team member of the OAC Team and House, engaging in cross-program working groups, House committees, House-wide events, and joint initiatives between House programs and partners;
- Provides other related assistance and/or other duties as required.

Qualifications:

- Post-secondary education and relevant experience in Gerontology, Gerontology-Activation, Recreational Therapy, Nursing or Social Services;
- 3-5 years' experience working with people with Dementia and other forms of cognitive impairment as well physical and mobility challenges 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;
- Demonstrated 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 (Alayacare) 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: good working knowledge of Office 365, experience with Alayacare, CareDove 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 (CUPE Local 3393 Bargaining Unit Position)
Start Date:	March 31, 2025
Hours:	35 hours per week (Must be willing to work flexible hours including evenings and weekends)
Rate:	\$28.14 per hour (4 weeks' vacation, paid sick days, 3 floater days, full benefits package after 3 months, Multi-Sector Pension Plan after 6 months)
Unit:	Older Adult Centre
Immediate Supervisor:	Program Manager, Adult Day Services
Posting Date:	March 13, 2025
Closing Date:	March 20, 2025
Note:	The Team Leader is required to be fully vaccinated as a condition of hire in accordance with the West Neighbourhood

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



Internal Job Posting

House Covid-19 Vaccination Policy.

Please submit your resume and cover letter clearly indicating “Team Leader, Adult Day Services” by 5:00 p.m. on the closing date to:

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

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