



Job Posting – External / Internal

Position: Program Coordinator – Adult Day Services

Status: Permanent Full-time (37.5 Hrs/week)

Working Hours: 8:30 to 4:30 Monday to Friday and may include evenings and weekends

Reporting to: Manager Client Services

Job Summary: Participates in the development and delivery of individualized, client centred activities and support services for clients who attend the Adult Day Services. Provides direct client care and supports the Senior Coordinator in the overall centre operations. Supports a culture of client safety as part of ESS key strategic goals and priorities.

Duties and Responsibilities:

1. Participates in the planning and delivery of recreational, social and exercise programs.
2. Develops individualized client care plans.
3. Participates in client assessment, documentation and reporting.
4. Assists in the preparation of the monthly program calendar in collaboration with team including regular program activity evaluations. Other administrative duties as required.
5. Performs personal care duties as required, which may include, but not limited to, toileting, feeding, client supervision and assistance with mobility. Provides assistance with medication.
6. Performs transportation escort duties.
7. Acts as Senior Coordinator in their absence.
8. Participates in and assists with staff professional development, meetings, reviews and workshops as required.
9. Participate in special projects/committees and/or other events as required.
10. May be required to cover staff absences at other Adult Day Services locations

Qualifications:

1. Diploma/Certificate/Degree in Activation/Gerontology, Therapeutic Recreation or related field.
2. Demonstrated work experience with individuals living with an Alzheimer type dementia.
3. Demonstrated work experience developing Alzheimer Adult Day Service programming.
4. Current First Aid/CPR Certification.

Please respond with resume & cover letter by February 24, 2020:

ESS Support Services

Hiring Committee

2245 Lawrence Ave. W. Etobicoke, ON M9P 3W3

Fax: 416-243-7987

email: amorellato@esssupportservices.ca

We thank all applicants, but advise that only candidates selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) ESS Support Services will provide accommodation, accessible formats, and communication supports for the interview upon request.

ESS Support Services is a not-for-profit agency committed to supporting seniors in their desire to remain in their own homes and their community.