



Job Posting –Internal/External

Position: Program Coordinator – Adult Day Services

Status: Permanent Full Time

Working Hours: 37.5 hrs/wk, Mon-Fri, 8:30 a.m.- 4:30 p.m.- may include evenings and weekends

Reporting to: Adult Day Services Manager

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

Duties and Responsibilities:

- Participate in the planning and delivery of recreational, social and exercise programs (mostly in-person with some occasional virtual/remote)
- Performs personal care duties as required, including but not limited to: toileting, nutritional assistance, client supervision and assistance with mobility
- Provides assistance with medication
- Performs transportation escort duties
- Develops individualized client Care Plans
- Participates in client assessment, documentation and reporting
- Assists in the preparation of the monthly program calendar in collaboration with team including regular program activity evaluations
- Other administrative duties as required
- Acts as Senior Coordinator in their absence
- Covers other Program Coordinator shifts in other program location in their absence
- Participates in and assists with staff professional development, meetings, reviews, and workshops as required
- Participates in special projects/committees and/or other events as required.

Qualifications:

- Diploma/Certificate/Degree in Activation/Gerontology, Therapeutic Recreation or other health related field
- Minimum 1-3 years of demonstrated experience working with individuals living with an Alzheimer's or related dementias
- Minimum 1-3 years of demonstrated work experience developing Alzheimer Adult Day Service programming. Experience in community- based setting preferred
- Experience in providing personal care, including toileting, nutritional assistance and supervision for clients with an irreversible dementia
- Knowledge and sensitivity to work in a culturally diverse environment
- Experience and comfort with virtual programming delivery preferred
- Proficiency in Microsoft applications and experience with AlayaCare is an asset
- Current First Aid/CPR Certification
- Satisfactory Vulnerable Sector Check
- Able to provide proof of full COVID-19 vaccination.

Benefits:

- Extended Health & Dental Benefits
- Disability Benefits
- Group RRSP Benefits
- Employee Assistance Program
- Generous Paid Sick Days and Vacation Days
- Opportunity for Professional Development.

Please respond with resume & cover letter to:

ESS Support Services

Hiring Committee

48a Rosemount Ave. York (Toronto) M9N 3B3

Fax: 416-243-7987

Email: [hiring@esssupportservices.ca](mailto: hiring@esssupportservices.ca)

**Posting will be active until filled.*

Additional Information

To protect the health and safety of our employees, clients and their families and in the interest to follow strong public health measures, it is a requirement of employment at ESS Support Services to be fully vaccinated against COVID-19. ESS Support Services will consider cases needing accommodation as stipulated by the Ontario Human Rights Code.

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. We strongly encourage applications from women and men, people from racialized communities, visible minorities, persons with disabilities, aboriginal persons and people who identify themselves as LGBTQ2S+ and are committed to having a team that is made up of diverse skills, experiences and abilities.

We thank all applicants, but please be advised 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.