Job Posting – Internal/External

Position Title: Program Coordinator – Adult Day Program
Location: Etobicoke/York, ON
Status: Fixed-term Contract (2years) - Full-time **# of Vacancy:** 1
Salary: $22.00 per hour

About ESS Support Services:
ESS Support Services (formerly known as Etobicoke Services for Seniors) is an award-winning not-for-profit community support agency that has been supporting older adults, seniors, older adults with disabilities, families and caregivers in the Etobicoke community, and beyond, since 1983.
A community leader for over 40 years, ESS offers a diverse range of high-quality services and accredited programs designed to support the independence, social well-being and health of our clients, along with a helping hand and respite for their families and caregivers.

About The Role:
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.

What You Will Be Doing:
- 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.

What You'll Bring:
- 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

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- 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.

What We Offer:

- Generous paid vacation and sick days
- Extended health and dental benefits
- Employee Assistance Program
- Paid training
- Opportunity for professional development
- Opportunity to work with an organization committed to supporting each other and our community

To apply: Send application to hiring@esssupportservices.ca and *indicate the position title in the subject line when submitting your application.*

Additional Information:

We thank all applicants but advise that only candidates selected for an interview will be contacted. All interviewed candidates will be informed of the hiring decisions within 45 days after final interviews.

At ESS Support Services, we believe that people are more than just a algorithm. While we may use AI tools to help us organize applications, they never replace the human touch. Every resume and interview is personally reviewed by our hiring team to ensure that every candidate is seen, valued, and evaluated fairly by a real person.

COVID-19 Vaccination Requirement
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.

Equity & Accessibility
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.

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.

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