



## Job Posting - Internal/External

**Position:** Senior Program Coordinator – Adult Day Services

**Status:** Permanent Full Time

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

**Reporting to:** Adult Day Services Manager

**Job Summary:** The Senior Program Coordinator leads the Adult Day Services (ADS) site team in the development and delivery of individualized, client centred activities and support services for clients who attend the in-person Adult Day Services. Performs administrative duties, direct client care and works collaboratively with the ADS Manager in the overall program operations. Supports a culture of client safety as part of ESS key strategic goals and priorities. Identifies client safety risk; support a non-punitive reporting environment for reporting unsafe practices and/or errors; supports staff safety surveys and acts on safety recommendations.

### Duties and Responsibilities:

- Develops, implements, and, coordinates the delivery of recreational, social, fitness/exercise programs and special events
- Leads the preparation of the site monthly program calendar, program evaluations, client care planning and other site administrative duties (ex: catering and grocery orders)
- Participates in client assessment, documentation and reporting
- Leads the site team in the planning and delivery of therapeutic recreational, social and physical activities
- Works in collaboration with the interdisciplinary team (ex: Manager, Director, other ADS sites) to ensure funder and other oversight body obligations are met
- Supports and collaborates with the ADS Manager in site location maintenance and upkeep duties
- Performs personal care duties as required, which may include, but not limited to, toileting, nutritional assistance, client supervision and assistance with mobility. Provides assistance with medication as needed
- Acts as site Supervisor for student placements. Provides new staff/volunteers with on-site orientation
- 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
- Cover staff absences at other Adult Day Services locations, when required.

### Qualifications:

- Diploma/Certificate/Degree in Activation/Gerontology, Therapeutic Recreation or other health related field
- Minimum 2-4 years demonstrated work experience with individuals living with an Alzheimer's or related dementias
- Minimum 2-4 years demonstrated work experience developing Alzheimer's Adult Day Services programming. Experience in community-based setting preferred
- Experience in providing personal care, including toileting, nutritional assistance and supervision for clients with an irreversible dementia
- Proficiency in Microsoft applications and experience with AlayaCare is an asset
- Knowledge and sensitivity to work in a culturally diverse environment
- Valid First Aid/CPR Certification
- Satisfactory Vulnerable Sector Screening Check
- Able to provide proof of full COVID-19 vaccination upon hire.

**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, ON. M9N 3B3

[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.*