



## Employment Opportunity

**Mission Statement:** Senior Persons Living Connected supports healthy aging by providing client-centered housing, programs and services that meet the needs of diverse older adults.

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**Position:** Activity Worker

**Hours of Work:** Full-time

**Reports to:** Day Program Manager

**Date posted:** October 4<sup>th</sup>, 2018

**Deadline:** Ongoing

**Respond to:** Human Resources Department, Email: [hrd@splc.ca](mailto:hrd@splc.ca)

Fax: (416)-493-3391

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### Position Summary

Responsible to assist in developing and implementing daily program activities to support established long term and short term rehabilitative and recreational goals based on clients' level of functioning and to support clients' independence and safety

### Responsibilities:

#### **1 Assists in developing daily program activities**

- Works closely with Care Manager and Day Program Manager to update clients' functional and health status
- Designs, plans and implements appropriate activities for clients based on their physical, mental and cognitive needs and according to the service plan
- Completes physical set up of program activities and carries out daily TTC schedule checks and safety checks of program space



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- Provides personal care to clients and responds to client emergencies as needed
- Adapts or modifies the activities to support clients' changing needs or improve health and safety standards
- Works closely with team members to implement the service plan related to toileting, ambulation, diet, transportation, activities, medication reminding
- Maintains the cleanliness and tidiness of the program area at all times and decorates for seasonal celebrations
- Communicates with the team about clients' health conditions, and notifies the Team Leader about any changes in clients' status

### **2 Completes administrative duties**

- Assists the Team Leader with daily documentation including daily log, daily safety check, client's attendance, dietary sheet, etc
- Documents clients' health and functional status or behaviors
- Updates the service plan for assigned clients
- Required to do assessment for new admissions and reassessment

### **Education:**

- Certificate or Diploma in Activation, Social Service, Gerontology or related fields
- Valid CPR and First Aid

### **Experiences and Skills:**

- Experience working with frail or cognitively impaired seniors
- Experience working in a day program
- Good verbal and interpersonal skills
- Ability to write clear and concise client notes
- Ability to maintain confidentiality and the knowledge and sensitivity to work in a culturally diverse environment
- Ability to physically provide program services and activities, client personal care and ambulation such as pushing wheelchair, lifting heavy objects, assisting client during a walk



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- Sound judgment, initiative and the ability to work in a self-directed manner
- Ability to speak a second language is an asset
- Ability to speak Cantonese or Mandarin is required to reflect community served

### Physical Considerations:

- In an 7 hours work day, employee may be required to:
  - Stand: 45% of the time
  - Walk: 40% of the time
  - Sit: 15% of the time
- The following physical activity may occur during regular job duty, they may not be required:
  - Lifting: up to 10lbs
  - Carrying: up to 10lbs
  - Pushing/Pulling: Frequently
  - Twisting: Frequently
  - Bending: Occasionally

### Work Environment:

- Primarily indoor, occasional outdoor and client's home
- Exposure to agitated and confused clients
- May be exposed to contagious diseases

### Tools & Equipment

Employee may use the following to perform the job duties:

- Office hardware: desktop computer, printer, scanner, telephone, television, stationaries
- Client mobility device: walker, wheelchair, walking cane
- Kitchen supplies: coffee maker, water boiler, utensils, microwave oven
- Cleaning supplies: dish soap, disinfectant



## Employment Opportunity

### Hours of Work

- 35 Hours per week

### Others

- Background check required
- Occasional evening and weekend work may be required
- Must have access to a vehicle and a valid driver license

Senior Persons Living Connected is a diverse work environment. We encourage applications from all persons, including persons with disabilities. Accommodation will be provided, if needed, in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disability Act.

*Please submit your application quoting the position you are applying to by mail, fax or email:*

**Mail:** Human Resources Department

3333 Finch Avenue East

Scarborough, ON

M1W 2R9

**Fax:** 416-493-3391

**Email:** [hrd@splc.ca](mailto:hrd@splc.ca)

While we thank all applicants for their interest, only those applicants selected for interview will be contacted.