



Employment Opportunity

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

Position: Care Manager Aid

Hours of Work: Part-time (Up to 21 hours a week)

Reports to: Integrated Care Services Manager

Date Posted: March 14, 2018

Deadline: March 28, 2018

Respond to: Human Resources Department, Email: hrd@splc.ca / Fax: (416)-493-3391

Position Summary

This position is responsible for providing administrative support to the Integrated Care Services (ICS) team. The CM Aid will also be engaging clients with mental health and/or addictions in experiential learning of life skills and providing clients with companionship and support.

Responsibilities

1. Provides departmental and organizational support

- Participates in outreach activities related to Integrated Care Services, including developing outreach materials (eg. flyers, brochures) and updating and maintaining contact list of community partners.
- Provides assistance in the running of other groups or drop-in sessions, as needed
- Researches and prepares social and/or educational group materials, including presentation materials and/or refreshments, as needed
- Provides administrative support to the Supervisor for activities related to the entire Integrated Care Services team
- Assists the team in supervising and supporting volunteers and student placements

2. Provides support to clients living with mental health conditions and/or addictions

- Assists Care Managers to carry out certain aspects of the care plan such as:
 - Encouraging and accompanying client(s) to attend medical appointments, recreational activities and/or running personal errands
 - encouraging and coaching client(s) on developing life skills and/or to prevent or reduce harm related to mental health and/or addictions



Employment Opportunity

- Connecting with and setting up appropriate resources as set out in the care plan
- Maintains regular and open communication with client's Care Manager and/or Department Manager
- Completes necessary documentation in a timely manner
- Coordinates and facilitates regular social groups and/or drop-in sessions for clients

3. Ensures client safety and staff safety in all aspects of responsibilities

Education:

- Post-secondary education in Addictions, Social Services or related field preferred

Experience & Skills:

- Minimum two (2) years' experience working with clients with mental health and addictions within a harm reduction environment
- Lived experience with addictions and the mental health system is an asset and has been on a continuous journey of recovery
- Good computer skills
- Good communication and interpersonal skills
- Ability to maintain confidentiality with the knowledge and understanding to work in a culturally diverse environment
- Ability to speak English fluently and write clear and concise notes in English
- Ability to drive and access to a vehicle is an asset
- Ability to speak a second language is an asset

Others:

- Background check required
- Required to work occasional evenings and weekends

Senior Persons Living Connected (SPLC) 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 Disability Act.



Employment Opportunity

*Please submit your application quoting the position you are applying to by
Wednesday, March 28, 2018 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

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