



## 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.

---

**Position:** Day Program Supervisor

**Hours of Work:** Full-time

**Reports to:** Day Program Manager

**Date posted:** October 24<sup>th</sup>, 2018

**Deadline:** Ongoing

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

Fax: (416)-493-3391

---

### Position Summary

Responsible to develop effective Adult Day Programs, establish long term and short term goals appropriate to the clients' level of functioning, supervise day program employees and ensure all programs are tailored to meet the psychosocial, cultural, physical and safety needs of all clients.

### Responsibilities:

#### 1. Plans and implements programming

- Works closely with the Manager of Day Programs to develop and implement program standards that address clients' psychosocial, cultural, physical and safety needs
- Develops and carries out adapted activities that are appropriate and safe for clients with physical, mental and cognitive impairments
- Ensures the service plan for each individual client is properly implemented
- Monitors individual clients' status on an on-going basis to ensure clients' safety and reports to the Manager of Day Programs and the client's Case Managers about any changes in client's condition (including social, physical and cognitive functioning)



## Employment Opportunity

### 2. Supervises and supports Day Program employees

- Provides supervision, coaching to Day Program staff, placement students and volunteers and supports quality of work life
- Collaborates with the Volunteer Coordinator to ensure adequate personnel supports are available for clients
- Maintains efficient work flow and cost effectiveness in Day Program operations by assigning appropriate tasks to employees, placement students or volunteers

### 3. Completes Day Program Administration:

- Conduct assessments and reassessment (InterRai CHA) for Day Program clients.
- Process all admission procedures for Day Program clients

### 4. Performs other support duties

### 5. Ensures client safety and staff safety in all aspects of responsibilities

#### Education:

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

#### Experiences and Skills:

- Two (2) years' experience working with seniors with dementias in Day Program setting
- Supervisory experience in a community setting environment
- Strong knowledge of gerontology issues, activation techniques and community based care
- Fluency in a second language such as Cantonese/Mandarin/Greek required in language-specific programs
- Experience working in a multicultural environment an asset

#### 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



## Employment Opportunity

- 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

### Hours of Work

- 35 Hours per week
- Extended hours may be required

### Others

- Vulnerable Sector Screening 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

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