



## 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.

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**Position:** Day Program Team Leader

**Hours of Work:** Full time

**Reports to:** Day Program Manager

**Date Posted:** September 4, 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 develop effective 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 and team members 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 and evaluates program activities to ensure that they remain safe and appropriate to the clients served and conduct continuous quality improvement
- Monitors individual clients' status on an on-going basis to ensure clients' safety and reports to the Manager of Day Programs and the Case Manager

#### **2 Supervises and supports Day Program employees**

- Provides supervision, coaching to Day Program Assistants (PSW), Activity Workers, placement students and volunteers and supports quality of work life



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- Maintains efficient work flow and cost effectiveness in Day Program operations by assigning appropriate tasks to employees, placement students or volunteers
- Ensures that employees provide services to clients in a safe manner

### 3 Completes Day Program Administration

- Compiles and maintains statistical information and records including daily logs, monthly program plans, client's attendance, scheduling, billing, daily safety and infection rate checking etc.
- Maintains activity and equipment supplies inventory

### 4 Performs other support duties

#### Education:

- Diploma in Gerontology and Activation and/or Certificate courses in Gerontology or Dementia care, Social Service Worker or equivalent
- Valid First Aid and CPR certificate

#### Experience & Skills:

- Wide ranging experience working with seniors
- Must have at least 2 years working experience in adult day program settings.
- Supervisory experience in a community setting environment an asset
- Experience working in a multicultural environment an asset
- Strong knowledge of gerontology issues, activation techniques
- Experience working in a multicultural environment an asset
- Ability to speak a second language considered 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
- 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



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### Other:

- Criminal Reference Check required
- Required to work at extended hours during week days and regular hours during 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.

*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.