

Job Information

Job Title	Adult Day Program Assistant (Part-time)
Department	Day Centre
Location	The Good Companions Senior's Centre, 670 Albert Street.
Reports to	Day Centre Supervisor
Type of Position	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Other:
Term	Permanent
Estimated Start Date	January 3, 2023
Salary	
Posting Date: Nov 25, 2022	Closing Date: Open until position is filled.

All interested applicants should submit a cover letter and resume to HR by e-mail at; dpowers@thegoodcompanions.ca quoting competition "COMP: Day Program Assist".

Preference will be given to internal candidates. We thank all applicants for their interest, however; due to high volume of applications, you will only be contacted should your resume be selected by our Hiring Committee.

The Good Companions Seniors' Centre is committed to meeting the needs of persons with disabilities in alignment with the key principles of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) of independence, dignity, integration and equality of opportunity. In accordance with this legislation, accommodations will be made for applicants with disabilities throughout the selection process. Accommodations will be made available for successful candidates with disabilities upon request.

Overview:

Are you passionate toward supporting the zest of life for seniors? Then this is the position for you! The Good Companions has an exciting opportunity for you to join our Day Centre team!

Our Adult Day Program is designed to:

- enhance well-being by providing social, physical and stimulation in a supportive, small group environment
- strengthen the ability to remain independent for as long as possible
- provide respite to caregivers and families

The Good Companions is a mission-driven non-profit multi-service seniors' centre focused on promoting and supporting the well-being, independence, and zest for living of seniors and adults with physical disabilities. Located in the heart of Ottawa, we have a wonderful assortment of social, recreational, educational, and volunteer activities as well as social and health services. We offer in-person programming (e.g., at the centre itself, in seniors' homes, transportation services) and virtual programming. Special programs are also available for seniors who may be frail or facing disabilities.

Key Tasks and Responsibilities

Service

- Provides hands on support to deliver programs and services to clients;
- Assists the Adult Day Program Coordinator, staff and volunteers to plan, develop and implement programs, special events and services;
- Supports volunteers;
- Refers to other departments and/or community resources;
- Meets with volunteers, members/clients, etc. to disseminate programs and services;
- Conducts chair fitness classes for Adult Day Program clients;
- Observes, evaluates and reports changes in client's physical, social and cognitive well-being.

Administration

- Assists with the supervision, support, scheduling, training and orientation of volunteers.

Organizational

- Fulfills The Good Companions' mission, vision, values, goals and objectives.
 - Works with an open, friendly respectful approach towards members/clients and volunteers.
 - Disseminates The Good Companions information to members/clients and community agencies.
 - Provides input into enhancing the Adult Day Program.
- Complies with The Good Companions' policies, practices and procedures, including Occupational Health and Safety.

Qualifications

Education

- Degree/Diploma in one or more of the following areas: Social Services, Recreation, Volunteer management, Gerontology, DSW or PSW.

Experience

- 1-2 years working with older adults;
- 1-2 years experience working with adults with dementia.

Operational Requirements

- The successful candidate will be asked to provide a current Police Record Check for Working with the Vulnerable;
- C.P.R. and First Aid Certificate, required annually.

Skills Required

- Proficiency (written and verbal communication) in English required.
- Program development and planning;

- Client assessment;
- Excellent communication skills;
- Computer literacy;
- Knowledgeable in CIMS database system;
- Knowledge of technology.

Abilities

- Understands the needs, interests and concerns of older adults; ability to work in high demand and multi-task situations; ability to assess situations and make decisions; ability to coordinate work load and meet deadlines;
- Non-judgmental and open-minded (including diversity awareness, for example, persons with physical disabilities, LGBT (Lesbian, Gay, Bisexual and Transgender), multicultural populations).

Working Conditions

- Three days per week;
- Lieu, overtime, as required;
- Availability to work scheduled evenings and weekends;
- Will be required to set up room for programmed activities when necessary, i.e. move tables.

Disclaimer

This Job Description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.

Because of the changing nature of the work and the work to be done, the job specifications may be changed or altered as required.

The Good Companions Seniors' Centre is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, gender identity, gender expression, culture, religion, racial origins, ethnicity, socio-economic status, age, general appearance, abilities/disabilities and sexual orientation.