

## Job Information

<b>Job Title</b>	Adult Day Program Assistant
<b>Department</b>	Day Centre
<b>Location</b>	The Good Companions Senior's Centre, 670 Albert Street.
<b>Reports to</b>	Day Centre Director
<b>Type of Position</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other:
<b>Term</b>	Permanent
<b>Estimated Start Date</b>	April 1 <sup>st</sup> , 2023.
<b>Posting Date:</b> March 1st, 2023	<b>Closing Date:</b> Open until filled.

**All interested applicants should submit a cover letter and resume to HR by e-mail at; [dpowers@thegoodcompanions.ca](mailto: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:

Our Day Centre team is expanding! Are you passionate about supporting seniors? If so, we want to hear from you! The Good Companions is recruiting two full-time permanent Adult Day Program Assistants to join our team to support our newly launched LGBTQ2+ Day Program.

### 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;
- Responsible to lead daily scheduled programs with ADP staff and volunteers.
- Supports members, volunteers, students and contract staff;
- 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;
- Ability to plan and execute programs for cognitively impaired, physically frail clients in accordance with their individual needs;
- Observes, evaluates and reports changes in client's physical, social and cognitive well-being;
- Conducts wellness check in calls with clients and caregivers.

### Administration

- Assists with the supervision, support, scheduling, training and orientation of volunteers, students and contract staff.
- Works with the Adult Day Program Team to collect and maintain program records, client files and statistical data.

### Organizational

- Fulfills The Good Companions' mission, vision, values, goals and objectives.
- Is an ally to the LGBTQ2+ community.
- 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, Dementia Studies, DSW or PSW.

### Experience

- 1-2 years working with older adults with physical disabilities and/or dementia;
- Knowledge of safe transfer techniques
- Knowledge of Gentle Persuasive Approach techniques

## 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. French considered an asset.
- Program development and planning;
- Ability to work in high demand and multi-task situations;
- Client assessment;
- Excellent communication skills and interpersonal skills;
- Ability to assess situations and make decisions;
- Computer literacy in systems including MS Office (Word, Excel, Outlook, Powerpoint);
- Knowledgeable in CIMS database system;
- Knowledge of technology including iPad, Apple TV, Zoom, Mercuri teleconferencing.

## 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, LGBTQ2+, multicultural populations).

## Working Conditions

- Lieu, overtime, as required;
- Work week will include two scheduled Saturdays per month;
- Will be required to set up room for programmed activities when necessary, i.e. move tables, chairs.

## 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.