



Employment Opportunity

Supervisor, In-Home Services

Senior Care

Full Time, Contract – Maternity Leave

Flexible work hours may include some evenings and weekends

North York Seniors Centre provides programs and services to promote the physical, emotional and social well-being of adults 55+ living in our diverse community.

This position reports to the Manager, Senior Care.

Responsibilities:

- Coordinate and supervise delegated act
- Coordinate and facilitate staff training
- Conduct client in home assessments and re-assessments and prepare client care plan in accordance to the service's eligibility criteria and guidelines
- Refer clients internally and / or externally when client change in health condition; prepare and submit client status reports and maintain an accurate and current client database
- Participate in continuous quality improvement processes and assist in research and development of best practices
- Follow the on-call schedule, monitor the cell phone after office hours and on weekends
- Promote a safe and healthy work environment
- Promote and maintain a high standard of customer service that is client focused

Qualifications/ Skills:

Education: Registered Practical Nurse, Social Worker, Social Service Worker
Experience: Working with frail and cognitively impaired seniors / adults
Other: Valid driving license and access to a vehicle
Assessment and counseling skills; experience with InterRAI-CHA assessment tool, an asset
Strong organizational and communication skills
Strong interpersonal and customer service skills
Computer skills in a Windows environment; knowledge of Goldcare, an asset
Fluent in verbal and written English; other languages, such as Cantonese and Mandarin, an asset
Current First Aid and CPR certification
Recent Vulnerable Police Check

Please submit your resume by **February 14, 2020** to:

Mail North York Seniors Centre,
Attn: Human Resources Department
21 Hendon Avenue, Toronto, ON M2M 4G8

Fax: 416 733.1858
E Mail: hiring@nyseniors.org

No phone calls, please.

North York Seniors Centre is an equal opportunity employer. Thank you to all who express interest in this position. Only those candidates selected for an interview will be contacted.

North York Seniors Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants need to make their request for accommodation known when contacted.

Posting Date: January 31, 2020