



# Employment Opportunity

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## **Director, Senior Care**

Permanent Fulltime, (35 hours per week)

Flexible work hours will include some evenings, weekends and on call

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*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.

Through the support and promotion of North York Seniors Centre's Mission and Vision Statements, the position will oversee the Senior Care Division. This position is a member of NYSC's Senior Management Team.

### **The successful candidate will:**

- Mentor direct reports to perform duties to meet performance targets and goals
- Focus on program development and flexibility to meet changing client needs and environmental pressures
- Ensure performance targets are met and submit accurate data and statistics for internal/funder reports and submissions
- Ensure compliance to contracts with external partner organizations
- Develop and adhere to annual budget for Senior Care division
- Develop and implement policies, practices and procedures to ensure person centred services
- Implement NYSC's CQI processes which adhere to CARF accreditation standards
- Represent NYSC on external committees and partnership ventures
- Support the work of NYSC internal committees
- Adhere to all health and safety programs to support a positive work environment for Team members, volunteers and clients

### **The successful candidate will possess:**

- University degree or college diploma in social work or Registered Practical Nurse designation
- Minimum five years related experience in Team supervision and direct service delivery
- Education in quality improvement concepts, an asset
- Extensive knowledge of seniors issues, healthcare environment and delivery of programs and services in a community setting

### **Key Skills and abilities:**

- Applied computer skills in MS Office, Gold Care database, and CareDove
- Experienced with interRAI-CHA/HC assessment tools, IAR and HPG
- Possess a current first aid/CPR certification
- Proficient in written and verbal English, a second language is an asset

### **Other requirements:**

- Must have a valid driver's license with use of a reliable vehicle
- Proof of a current vulnerable sector screening check



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**Posted until December 18, 2020. Please submit your cover letter and resume 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](mailto:hiring@nyseniors.org)

**No phone calls, please.**

North York Seniors Centre is an equal opportunity employer who strives to develop an inclusive workforce that reflects our community. We encourage applications from women and men, people from racialized communities, visible minorities, persons with disabilities, aboriginal persons and people who identify themselves as LGBTQ2.

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 are asked to make their request for accommodation known when contacted for an interview.

Thank you to all who express interest in this position. Only those candidates selected for an interview will be contacted.