

## JOB POSTING

### Supervisor, Adult Day Program (Permanent, Full Time)

---

Better Living Health and Community Services, is currently recruiting for a Supervisor for our Adult Day Program. This position provides overall supervision for the Adult Day Program. This includes researching, developing, implementing and evaluating day program activities; leading the Care Planning process for Clients attending the program; and ensuring that service delivery systems are consistently implemented and maintained. This position is also responsible for the supervision of program workers, placement students, and volunteers.

**The successful candidate for this position must have the following qualifications:**

- Completion of a Degree or diploma in related field such as Recreation , Activation, Gerontology or Behavioural Science
- Minimum of 2 years supervisory or leadership experience in a healthcare setting
- Experience working with seniors and individuals with Alzheimer's or Dementia
- Experience supervising, coaching and directing the work of others.
- Experience utilizing inter-RAI assessments.
- Strong working knowledge Client Record Management Systems, MS Office software
- Current First Aid & C.P.R. certification required
- Successful completion of *Vulnerable Sector Screening* within one month of employment

**The successful candidate(s) for this position must be able to:**

- Develop and implement a therapeutic program that addresses the continuum of Client needs (i.e. physical, intellectual, emotional, social, spiritual) while maintaining safety and maximizing the independence of Clients.
- Participate in the direct care of Clients and the delivery of programs with respect for the individual choices and preferences of the Client.
- Coordinate and supervise the transportation of Clients to and from the program, in collaboration with caregivers and the Transportation department. Responsible for ensuring that the safe hand over protocols of the organization are followed.
- Work in collaboration with food services to develop and deliver menu options.
- Oversee the development of the Client Care Plan in collaboration with Clients, families, caregivers and other service providers.
- Maintain required documentation in the Client Record Management System.
- Work in collaboration with the Social Work team to meet assessment needs, manage responsive behaviours, address caregiver needs and advocate for Client needs.
- Assess Client needs and implement appropriate strategies that support a positive therapeutic approach to behaviour. Monitor program outcomes and respond in a timely manner to changing needs.
- Maintain ongoing communication with families and caregivers about the needs of the Client.
- Participate as a contributing member of the Service Delivery Committee in order to maintain and advance organizational practices.
- Ensure that appropriate Human Resources policies and practices are implemented and maintained with respect to employees, students and volunteers.
- Develop and maintain linkages to related internal programs and services including, Transportation, Meals on Wheels, Social Work, Community Support Services and Personal Support Services.
- Support monthly Client billing in conjunction with Accounting department.

**Please email or fax your cover letter and resume to Human Resources by December 31, 2017 at 5:00pm:**

**E-mail:** [hr@betterlivinghealth.org](mailto:hr@betterlivinghealth.org)

**Fax:** 416-510-1104

Please quote ***“Supervisor, Adult Day Program”*** on the cover letter and e-mail subject line.

We welcome all resumes however only those granted an interview will be contacted. Thank you.