



# Employment Opportunity

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## **Supervisor, In-Home Services**

Senior Care

40 hours per week - Full Time employment

Flexible work hours may include some evenings and weekends

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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.

This position reports to the Director, In-Home Services, and to support the In-Home Services team

### **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 client database accurate and current
- 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, an asset

Current First Aid and CPR certification

Please submit your resume by **Monday, July 30, 2018** 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: July 16, 2018