

---

## **Supervisor, A Day Away Club**

Adult Day Services

Permanent, Full-Time (35 hours/week)

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 Director, Client Services

### **Responsibilities:**

- Process client referrals from Central LHIN, schedule tours and perform assessments, maintain client files and documentation
- Provide support to caregivers of day program clients
- Lead program team to develop and deliver client-centred therapeutic programs
- Supervise staff and volunteers
- Participate in continuous quality improvement processes
- Maintain a high standard of customer service that is client focused
- Take all necessary precautions to ensure the health and safety of themselves, clients, staff, volunteers and students

### **Qualifications / Skills:**

#### **Education:**

- College Diploma from Activation or Social Service Worker program
- Certification in Quality Improvement, such as LEAN an asset

#### **Experience:**

- Minimum 2 years' experience working with and planning programs for seniors and people with cognitive and physical disabilities
- Previous supervisory experience essential
- Excellent computer skills, including MS Office and GoldCare
- Familiar with interRAI-CHA/ HC assessment tools
- Experience in group facilitation an asset

#### **Other:**

- Physically able to assist clients during transfers, assist with set up of program areas including moving furniture and supplies
- Current First Aid and CPR certification, Safe Food Handling
- Must be able to communicate clearly both written and verbally in English, second language is an asset

Please submit your resume by **Wednesday, August 29, 2018** to:

**Mail:** North York Seniors Centre, Attention: 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 Senior 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.