

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 clients, staff, volunteers, caregivers and students and programming. This includes researching, developing, implementing and evaluating day program activities. The Supervisor will create a supportive environment that encourages socialization, and that also maximizes Clients' level of independence. 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 experience
- Previous experience working in an Adult Day Program setting
- Experience working with vulnerable or high-risk populations, including palliative, seniors and adults with disabilities and cognitive impairments such as Alzheimer's or Dementia
- Strong working knowledge and experience with client documentation via CIMS, MS Office software, AlyaCare
- 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 therapeutic recreation program components for the Adult Day Program
- Design specific programs to meet the diverse needs of the Clients and caregivers
- Oversee and monitor programs to ensure they are delivered based on the program criteria
- Ensure that proper volunteer management practices are implemented and maintained
- Monitor the risk management program to ensure client services, management, operations, environment, property and occupational health and safety protocols are maintained
- Provide guidance services for all existing Clients in Day programs, along with the Social Work department
- Provide on-going support to Clients and families including information about changes to Clients' status and assist families with long range Client care planning and referral to Social Worker as required
- Develop and maintain linkages to related services including, transportation, meals on wheels, social work, general community support services and personal care services
- Develop practices, policies and procedures to align with the quality management standards of the organization
- Assist staff with toileting of Clients
- Process monthly Client billing in conjunction with Accounting department
- Adhere to the Policies and Procedures as outlined in the Personnel Manual

Salary Range: \$47,138 - \$52,350 per annum

Please email or fax your cover letter and resume to Human Resources by Friday, March 2nd 2018 at 5:00pm:

E-mail: 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.