

## Day Program Coordinator (Uxbridge) (Full-Time, Up to 1 Year Contract)

Under the direction of the Adult Day Program Supervisor, the Day Program Coordinator serves as a resource for the Day Program team, working cooperatively with the staff and management to achieve program objectives. This position also works as a staff Recreationist, planning and implementing the Adult Day Program service, participating effectively as a member of the staff team.

The Day Program Coordinator helps staff to manage the provision of the Adult Day Program, administration of the Day Program office and provides supervision and leadership to the Day Program staff, students and volunteers. The Day Program Coordinator also ensures Community Care Durham's policies and procedures are met while consulting with the Day Program Supervisor, or delegate.

Responsibilities include but are not limited to:

- Complete client intake assessments & necessary documentation, service referrals (i.e. to HCCSS, other CCD services, GAIN) and provides support to caregivers
- Provide support to staff/students/volunteers, manages scheduling, conducts performance management/coaching and problem solving, and leads regularly scheduled team meetings with Recreationists
- Purchase/order supplies, reconcile invoices to send to payables, process month end reports in CIMS, etc.
- Participate in departmental meetings to provide input and suggestions on changes to internal procedures practices, review agency/policy updates, work towards ADP Goals
- Provide client care including personal care, lifts/transfers, serving meals, and recreation programming as required
- Additional duties and projects as assigned

### Qualifications required:

- Post-secondary diploma in social recreation, gerontology, or health related field
- Education and experience in team leading/supervision is an asset
- Three years' experience in community-based adult day programming, with supervisory and volunteer management responsibilities
- Current Emergency First Aid Certificate CPR C & AED required
- A solid working knowledge of Alzheimer's Diseases/Dementia processes and a holistic approach to recreation strategies, including the Montessori methods for dementia
- Ability to be fiscally responsible for annual budget – monitoring it monthly with targets
- Experience working with clients from diverse backgrounds and with a variety of diagnoses
- Satisfactory Police Vulnerable Sector Check
- Sensitivity to adults with needs related to aging, physical and/or mental health
- Adherence to COVID-19 safety practices including two doses of COVID-19 Vaccine (where medically able in accordance with our Immunization Policy)



**Community Care Durham**

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- Must work in a safe manner and promote the health and safety of all staff, volunteers, clients and the community as outlined within CCD policies

**Compensation:** Starting at \$23 per hour; plus 6% vacation pay

\* Pay will be commensurate based on education and experience

**Please apply in writing referencing posting #2022-144 outlining qualifications and experience by 4pm, Monday June 27<sup>th</sup>, 2022 to**

**Human Resources, Community Care Durham email: [careers@communitycaredurham.on.ca](mailto:careers@communitycaredurham.on.ca)**