

Adult Day Program Assistant

Copernicus Lodge is a not-for-profit, charitable and ethno-specific organization made possible through the efforts of the Polish Canadian community and the vision of Father Michael Smith, OMI. Located in the heart of the Roncesvalles community in the heart of west-end Toronto, we provide a continuum of care in a predominantly Polish, Roman Catholic environment to meet the changing needs of our seniors. The Lodge is comprised of an Adult Day Program, 200 independent, affordable self-care apartments with a Supportive Housing program, and a 228 bed Long Term Care home.

We are seeking dynamic and innovative individuals to step into our open **Adult Day Program Assistant** role, who will work enthusiastically in a client and family centered and comprehensive services environment that meets client needs. They will provide care to meet the physical, psychological, emotional, cultural, spiritual, and social needs of the clients within the policies and procedures of Copernicus Lodge.

Key areas of responsibility:

All programs and services are carried out in a safe and proper manner and precautions are taken to ensure resident safety when performing essential duties.

- Development, organization and implementation of Adult Day Services for clients with cognitive impairments, Alzheimer's disease and physical frailties.
- Assessments of potential clients, case management of program clients and their caregivers.
- Ensure and promote client-driven management of Adult Day Program services.
- Create, plan, implement and evaluate quality programs specific to client needs – Individual Program Plans (IPP's).
- Perform personal care assistance as required by clients including meal service.
- Maintain good Documentation and an Appropriate Recording System.
- Staff Development and Education
- Interdisciplinary Relations and Communication
- Liaising with Clients/Families/Next of Kin
- In-House Committees
- Networking with community organizations and Public Relations
- Promote and ensure effective Occupational Health and Safety
- Ensure adherence to the respective regulations and relevant legislation in the Ministry of Health Planning, Funding, and Accountability Policies and Procedures Manual for Long Term Care Services, Charitable Institutions Act and Regulation 69 and in keeping with Regulation 832, the Resident's Bill of Rights, Employment Standards Act and Copernicus Lodge's mission and policies.

Qualifications:

- A diploma/certificate/degree from an accredited college/university in Recreation Therapy or Activation Coordinator
- Minimum of 2 years' experience working as Recreation Therapy Assistant or Activity Therapy Assistant in a long term care community program setting
- Courses in Gerontology are required
- Able to provide good customer service; resident-focused
- Excellent communication skills



- Genuine interest to provide care and services to seniors
- Able to work independently and as part of Multidisciplinary Team
- Able to Maintain confidentiality and privacy of information
- Energetic, motivated and have a good positive attitude
- Ability to work flexible hours
- PSW diploma is an asset
- Oral and written knowledge of the English language
- Fluency in Polish is an asset
- Specialized training in Restorative, Behaviour Management, and Complex care is an asset
- Designation in horticulture or horticulture therapy from a recognized College or University is an asset
- Computer literate in windows environment required.

Successful candidates hired to work within Copernicus Lodge in this role are required to provide the following information as a Condition of employment:

- Vulnerable Sector Check;
- TB Skin Testing;

Please submit your cover letter and resume to Human Resources of Copernicus Lodge via email to resumes@copernicuslodge.com .

Copernicus Lodge is an equal opportunity employer. We would like to thank all those that apply but only those selected for an interview will be contacted. If you have any requirements for accommodation due to disability, please advise Human Resources during the recruitment and selection process. We will work with you to best meet your needs as per resources available to us.

Job type: Permanent, Part-Time.