

Dufferin Oaks is a not-for-profit Long-Term Care Home owned and operated by the County of Dufferin under standards established by the Ministry of Health and Long-Term Care. The home is a three-story facility centrally located in the County of Dufferin in the Town of Shelburne. 160 residents call Dufferin Oaks home, living in private, semi-private and standard rooms. Dufferin Oaks provides accommodation, meals, supportive services, socialization and a full range of nursing care services for persons who, for various reasons, cannot live independently in the community. We are currently recruiting for a caring and compassionate:

ADULT DAY PROGRAM WORKER

Two positions available

1) Permanent Part-Time
2) Temporary Part-Time (Maternity leave contract)

JOB ID: C22-22	LOCATION: 151 Centre Street Shelburne, ON
JOB TYPE: Part-Time, Unionized	DEADLINE TO APPLY: March 1, 2022 4:30 p.m.

Reporting to the Manager Dufferin County Community Support Services, the **Adult Day Program Worker** directs and co-ordinates the Adult Day Program based on client assessments, ensuring creative and therapeutic programs are developed to meet the needs of all clients, both collectively and on an individual basis.

What you'll do

- Responsible for the day to day operational duties of the Adult Day Program
- Shared responsibility for determining client suitability, program needs and developing comprehensive individual program plans for all clients.
- Supervise the implementation of all program activities that are designed to meet the needs of the client and ensure a variety of opportunities to enhance and maintain clients' health - physically, emotionally, spiritually, and socially
- Maintain all appropriate documentation associated with the program that demonstrates the implementation and evaluation process of all Adult Day Program activities including attendance, statistics, filing, payments, client profile and individual program plans.
- Maintain appropriate documentation for each client such as goals and objectives, program intervention based on individual program plans, and review, evaluate, and revise as needed.
- Responsible for maintaining open communication with Home and Community Care (HCC) for the effective processing of client referrals including efficient response to clients, and HCC regarding admittance to program.
- Co-ordinate efficient and effective forms of transportation for all program clients.
- Ensure regular planning meetings are scheduled for staff and volunteers to discuss, plan and prepare for Adult Day Program activities.
- Responsible for the promotion and marketing of the Adult Day Program and maintaining a maximum number of participants in the program, preferably with a waiting list.

What you'll need to succeed

- Minimum Community College Diploma (2 years) in a related social sciences field;
- Knowledge and experience in assessment, interviewing, documentation and program planning;
- Advanced knowledge of Microsoft Word and Excel an asset;
- Experienced in Recreation and Activation an asset;
- Completion of a Food Safety Training Course or commitment to complete within 12 months;
- Class "B" or "F" drivers' license or ability to obtain.
- Must be flexible to support potential call back situations if required.

What we can offer YOU!

At Dufferin County we celebrate and recognize the strengths, talents, and contributions of all our employees. We believe that we all have the ability to impact change and make Dufferin County a place where everyone feels valued and appreciated.

- This is a unionized position with a salary range of **\$25.34 – \$28.28** per hour.
- Access to an Employee and Family Assistance Program
- Work in a collaborative, dynamic, and high performing team
- Leaders who support your development through coaching and learning opportunities

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we have made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of our region.

Please note that the County of Dufferin requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of employment and must provide proof of fully vaccinated status, or provide proof of a medical or Human Rights Code exemption, prior to starting employment.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.