



# Employment Opportunity

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## Scheduler

Senior Care

Full Time – 35 hours/week

Flexible work hours may include some evenings and weekends

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*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, In-Home Services.

### Responsibilities:

- Receive and respond to concerns and provide program & service information
- Using Goldcare, produce, monitor and update a schedule of services
- Verify, prepare payroll documentation for submission to Financial Services
- Review client progress reports and provide feedback
- Maintain accurate and current client electronic and paper client files
- Maintain and submit statistical information
- Coordinate and promote health and fall prevention programs to clients
- Assist in the delivery of monthly in-service sessions
- Participate in continuous quality improvement processes and assist In-Home Services Team with research and development of best practices
- Promote and maintain a high standard of customer service that is client focused

### Qualifications/ Skills:

**Education:** Post-Secondary Education/1 year College Diploma in a related field

**Experience:** Experience working with older adults

**Other:** Strong administrative skills

Strong computer skills in a Windows environment; knowledge in Goldcare, an asset

Strong interpersonal and customer service skills

Familiarity working with and supporting volunteers

Ability to communicate effectively in English (verbal and written); other languages, an asset

Ability to be a self- starter, able to work independently as well as in a team

Please submit your resume by **Monday Dec 17, 2018** to:

**Mail**            **North York Seniors Centre,**  
Human Resource Department  
21 Hendon Avenue, Toronto, ON    M2M 4G8

**Fax:**            416 733.1858

**E Mail:** [hiring@nyseniors.org](mailto:hiring@nyseniors.org)

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. No phone calls, please.**

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.

Posting Date: Dec 3, 2018