

Employment Opportunity

Supervisor, In-Home Services

Senior Care

40 hours per week - Full Time employment

Flexible work hours may include some evenings and weekends

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 Manager, Senior Care.

Responsibilities:

- Supervise and provide direction to all workers
- Recruit, orient, train, counsel, discipline and terminate worker as required
- Conduct in-home spot checks to ensure policies, procedures, standards and guidelines are followed
- Monitor quality of service and ensure health and safety of clients and workers
- Refer clients internally and / or externally when client change in health condition; prepare and submit client status reports and maintain an accurate and current client database
- Participate in continuous quality improvement processes and assist in research and development of best practices
- Follow the on-call schedule, monitor the cell phone after office hours and on weekends
- Promote a safe and healthy work environment
- Promote and maintain a high standard of customer service that is client focused

Qualifications/ Skills:

Education:	Social Worker, Social Service Worker
Experience:	Working with frail and cognitively impaired seniors / adults
Other:	Valid driving license and access to a vehicle, an asset Assessment and counseling skills; experience with InterRAI-CHA assessment tool, an asset Strong organizational and communication skills Strong interpersonal and customer service skills Computer skills in a Windows environment; knowledge of Goldcare, an asset Fluent in verbal and written English; other languages, such as Cantonese and Mandarin, an asset Current First Aid and CPR certification Recent Vulnerable Police Check

Posted until position is filled. Please submit your resume to:

Mail: North York Seniors Centre,
Attn: Human Resources Department
21 Hendon Avenue, Toronto, ON M2M 4G8

Fax: 416 733.1858

E Mail: hiring@nyseniors.org

No phone calls, please.

North York Seniors 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.

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.