



DR. HAROLD S. TREFRY MEMORIAL CENTRE
A DIVISION OF THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH
Seniors and Persons with a Disability Services Department



JOB DESCRIPTION

Manager, Seniors & Persons with a Disability Services

Department: Seniors and Persons with a Disability Services

Job Class: 19

Last Updated: June 2022

PRIMARY FUNCTION:

The Manager of Seniors & Persons with a Disability Services manages the programs, services, and reporting requirements of the Dr. Harold S. Trefry Memorial Centre. Together with Trefry Centre staff and the Seniors Advisory Committee the Manager leads community outreach and development and coordinates the design and delivery of the Seniors & Persons with a Disability Services Program to clients within the catchment area of St. Joseph Island and the north shore of central Algoma. The Manager also has a key role in building and maintaining strong relationships with the Trefry Centre's program volunteers.

REPORTS TO

- Council (through the Clerk Administrator)

DIRECTION EXERCISED:

- Seniors Program Assistant, Transportation Coordinator, Cooks, Day Out Leaders,
- Coordination of program volunteers.

MAJOR EQUIPMENT OPERATED

- Microsoft Office Suite and Outlook
- NesdaTrak Software
- Printer, Scanner, Photocopier
- Other office equipment & software

RESPONSIBILITIES

Manages all activities and reporting requirements of the Dr. Harold S. Trefry Memorial Centre on behalf of the Township of St. Joseph, including:

- Responsible for the efficient operation of the Seniors and Disabled Services Department and the Dr. H.S. Trefry

Memorial Centre.

- Promote the guiding principles of the Township's Council/Staff Relations Policy, to maintain a respectful, co-operative, supportive, tolerant relationship and workplace between all staff and volunteers of the municipality, free from intimidation, discrimination, and harassment.
- Report to the Seniors Advisory Committee to ensure their awareness of all pertinent program delivery information.
- Encourage all staff to build strong working relationships with the Seniors Advisory Committee and volunteers.
- Ensure collaboration and effective use of the skills, interests and expertise of all staff and members of the Seniors Advisory Committee in the development and implementation of policy, programs, and community outreach and development initiatives.
- Lead organizational community development and outreach efforts with the goal of increasing public awareness of programs/services, identifying gaps and continual improvement to meet the evolving needs of the target population throughout the Trefry Centre's catchment area.
- Perform appropriate duties or directives assigned by the Seniors Advisory Committee and Council (through the Clerk-Administrator).
- Provide leadership, encouragement and support to the Program Assistant, Transportation Coordinator, Meals on Wheels Cooks, Day Out Program Leader, volunteers, and Seniors Advisory Committee members.
- Monitor and continually evaluate programs to ensure quality control and improvement.
- Maintain an environment of staff and client confidentiality.
- Ensures that risk management issues are communicated to the Clerk-Administrator, the Seniors Advisory Committee, and Trefry Centre staff.
- Maintain awareness of all applicable sector related legislation and resources and ensure that facility policies and procedures compliant.
- Ensure the Trefry Centre is represented and an active participant of regional health and community care initiatives such as the East Algoma Sub Region Collaborative Table and other like-minded and partnering organizations to share information and build knowledge and relationships to help improve and build services across the catchment area.
- Participate in the recruitment, orientation, training, supervision, and evaluation of staff
- Coordinate, with staff and the Seniors Advisory Committee, the recruitment, screening, orientation, placement, development, supervision, and recognition of volunteers, as well as recognition events.
- Administer operations under the Multi-Sectoral Service Accountability Agreement, including required allocation of funding.
- Manage departmental budget including preparation, quarterly and annual reporting and financial control of Township departmental and Ministry of Health funds.
- Prepare and submit reports to the Treasurer of the Township of St. Joseph under strict timelines.
- Maintain appropriate assessment records and reports for clients, Administer service fee processes for client program management.
- Ensure the facility and grounds are maintained in a safe and clean condition.
- Ensuring administration of contracts and procurement of supplies for the operation of the office, the Centre, and its programs.
- Coordination of new initiatives as opportunities arise.

QUALIFICATIONS

- College Diploma or University Degree in a health discipline, social services, business or a related field, or equivalent combination of education and work experience

- Minimum of 3 years related management experience in a public sector organization
- Previous experience in a clinical setting and/or management would be considered an asset
- Experience working with Community Annual Planning Submission and Funding Targets and demonstrated aptitude for budgeting and sound financial management
- Accounting/bookkeeping experience would be considered a definite asset
- Excellent written and verbal communication skills
- A Safe Food Handling certificate will be required
- Ability to learn and adapt to new software systems
- Ability to meet strict timelines and handle multiple, conflicting priorities
- Proven ability to implement policies and initiatives as directed
- General knowledge of seniors, persons with a disability and geriatric care
- Good listening skills and a compassionate demeanor
- Valid drivers' license and reliable transportation are mandatory
- Current CPR and Basic First Aid Certification
- Current (or ability to obtain) clear CPIC police check

HOURS OF WORK

This position is full-time/salary, working 40 hours per week with occasional requirement for overtime for special events. Occasional, short-term out of town travel may be required.