

# THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

## JOB DESCRIPTION

Job Title: Day Out Program Leader

Job Class: 14 (2)

Department: Seniors and Persons with a Disability Services Reviewed: January 2019

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**TITLE:** Day Out Program Leader

**REPORTING TO:** Manager, Seniors and Persons with a Disability Services

**SUPERVISION:** Day Out clients, volunteers, students

**PRIMARY FUNCTION:** To design and manage day programs in the Bruce Mines area to assist individuals who require support so they are able to continue independent living, thereby preventing premature institutionalization. To provide creative and energetic programming for adults with a variety of needs arising from aging, chronic health problems, dementia, or physical challenges.

To provide respite, support and education for families and care givers of participants.

**RESPONSIBILITIES:** To design and execute a program of stimulating physical, creative, and educational activities within a safe environment that encourages clients to participate and improve their physical, social, mental abilities and general health. Monitor the mental and physical health of clients and ensure the safety and well being of participants. Responsible for the supervision of clients and volunteers of the Program.

### DUTIES:

- Assess the individual needs of each participant.
- Design and plan a program of activities to meet the social, physical, and mental needs and abilities of each client.
- Assist in the selection of volunteer assistants to ensure suitability related to clients needs.
- Direct and monitor the activities of volunteers in the delivery of the program.
- Physically transfer clients and train volunteers in safe transfer techniques and practices
- Monitor client's physical and mental health
- Document changes in the clients status as appropriate
- Confer and consult with family or care givers on an on-going basis
- Problem solve, educate, and advise family members regarding initiatives that can be used in the home to make the participant more comfortable and alleviate problems impacting an individual's ability to remain in their home
- Monitor medications of participants when required

- Prepares or directs the preparation of meals and snacks for participants in accordance with individual dietary requirements.
- Monitor program supplies and equipment for replacement or repair.
- Monitor equipment and surroundings to ensure environmental safety
- Assist with orientation of clients, volunteers, students and caregivers
- Identify when, what purpose and how many volunteers may be needed
- Consult with the Program Coordinator regularly regarding the status of the Day Out Program and make recommendations for solutions
- Continually update education and knowledge with respect to program responsibilities
- Escort volunteers and program participants on planned outings
- Participate as a constructive staff member of the Dr. Trefry Centre team
- Act as a preceptor for recreation and gerontology students as requested
- Assist with ongoing program development and evaluation.
- Convey a positive image of the Day Out Program, the Trefry Memorial Centre, and The Township of St. Joseph

#### **QUALIFICATIONS:**

- Minimum two years' experience working with Seniors and/or individuals with physical or mental impairment and who may be experiencing challenges with daily living
- Current CPR and First Aid certification
- Current clear Vulnerable Sector Police Check
- Knowledge of dietary needs, nutritional deficiencies, food sensitivities and solutions for a variety of health conditions
- Safe Food Handling certificate is considered an asset
- Education or experience in geriatrics or aging related conditions
- Experience managing and directing volunteers
- Experience designing, managing, and delivering effective programs
- Current Driver's License and access to a reliable automobile
- Demonstrated capacity for compassion, patience, and humour.
- Able to perform a wide variety of tasks to provide for the comfort, care, and mobility of clients

This is a permanent part time position.

The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job