



India Rainbow Community Services of Peel (IRCS)

Seniors Services Student Placement

Department: Seniors Services

Responsibilities and Duties: *(but not limited to)*

- Under the direction and guidance of the Program Lead & Activity Coordinators assist with:
 - Planning and delivering culturally sensitive, language specific activities for frail, elderly and/or cognitively impaired program participants while ensuring that activities are based upon identified goals, interests, capabilities and in line with individual care plans
 - Establishing goals and interventions based on program participant’s emerging needs
 - Conducting activities i.e. exercises, mental aerobics and group activities
 - Conducting telephone Security Reassurance Checks
 - Developing monthly events and activity calendars including social outings and monthly menu planning
 - The activities of daily living, including feeding and personal care of program participants
 - Conducting overall service evaluations
 - Documenting on-going assessment, progress notes, care plans and quarterly reviews of program participants
 - Preparation of statistical and progress reports as required
- Interact with the program participants in a professional and polite manner
- Ensure client safety and security at all times
- Provide relief reception duties - answering telephones, welcoming clients, taking accurate messages etc.
- Complete learning contract in conjunction with the placement supervisor
- Become familiar with agency programs, services, practices and staff
- Complete all tasks and responsibilities within assigned timelines
- Notify supervisor of absences and or lateness
- Adhere to the mission, guiding principles and values of the organization and the Seniors Services program
- Maintain confidentiality of clients, staff and peers
- Represent IRCS in a professional manner at all times
- Arrive on time and be committed to the agency and the agreed upon hours
- Assist with all other duties as assigned

Qualifications and Skills:

- 2nd year student, currently enrolled in an accredited post-secondary Gerontology, Nursing or a Health related field
- Experience working with and knowledge and understanding of the frail, elderly and/or cognitively impaired
- Demonstrate professional work behaviour including time management, responsibility for assigned tasks, attention to work details, in addition to solid interpersonal and organizational skills
- Must demonstrate initiative, a positive attitude and an ability to work in a team setting
- Must have clear and accurate verbal and written English communication skills and one or more South Asian language
- Ability to take direction from staff at all levels, work under supervision (independently and as a team member) and relate to supervisor and other staff
- Proficiency in Microsoft Office Suite, Internet & Email

Approved By: Gurpreet S. Malhotra, Executive Director

Date Approved: July 14, 2014

Student Placement

Name:

Signature:

Date: / /

Note: This position description is not intended to be all-inclusive. The student placement may perform other related duties to meet the ongoing needs of the organization and their placement.