



India Rainbow Community Services of Peel (IRCS)

JOB POSTING

Job Position: Program Coordinator – Seniors Wellness
Department: Health Services
Status: Monday to Friday – 35 hrs per week
Location: Mississauga & Brampton

India Rainbow Community Services of Peel (IRCS) is a charitable, non-profit, accredited community based organization. Our services are non-religious and non-political. Our mission is to provide culturally and linguistically appropriate services to Peel's communities, enabling integration and supporting their settlement, social service, health, and educational needs

Position Summary:

Under the general guidance of the Manager, the incumbent is responsible for the planning, coordination, implementation and recording functions of the Seniors Wellness program and shall demonstrate leadership skills that reflect the organization's ethics, integrity and excellence standards in promoting a client centered philosophy and approach to care and service delivery. The incumbent will also assist within the Day Program and will be assigned designated Activity Coordinator tasks as needed by their supervisor.

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

- Develop, coordinate and implement a culturally sensitive and language specific curriculum and activities for the Seniors Wellness program
- Monitor client attendance, ensure adequate record keeping and establish metrics to measure effectiveness of wellness initiatives
- Orientate new clients to the program
- Ensure that group activities are based upon identified interests and capabilities of the clients
- Manage the quarterly planning process for the Seniors Wellness program
- Organize monthly education presentations, informational clinics by contacting various community health partners and cost-effective off-site activities for clients
- Develop the monthly program snack menu and purchase program supplies on a quarterly basis
- Input and maintain clients' information obtained during assessments and re-assessments in the client database
- Provide clients with referrals to community resources as needed
- Ensure effective communication with all clients, caregivers, staff, student placements and volunteers
- Ensure the safety and security of clients at all times and conduct security reassurance checks
- Coordinate Foot Care Services for program participants
- Evaluate the effectiveness of the program and client satisfaction through satisfaction surveys
- Assist with conducting overall service evaluations
- Prepare and submit statistical and progress reports as required
- Train and supervise volunteers and student placements
- Assist in planning the annual Seniors Symposium event
- Assist Adult Day Program clients with feeding, toileting, personal care and program activities as required
- Participate in staff and team meetings, and professional development opportunities as required
- Adopt safe work practices, reporting unsafe conditions immediately
- Perform other duties as required

Qualifications and Skills:

- Post-secondary education in Recreational Therapy, Gerontology, Social Work, and/or a Health related field
- Demonstrated experience and skills in working with the frail, elderly and/or cognitively impaired
- Practical experience with activation techniques with the ability to continually motivate clients
- Demonstrated cross-cultural communication skills with strong group facilitation and presentation skills
- Must possess effective leadership, organizational and interpersonal skills
- Self-directed, self-motivated with a positive attitude and be able to work independently and as part of a team
- Ability to prioritize, multi-task and adjust to shifting priorities
- Must have experience in program planning and documentation
- Demonstrated verbal & written English communication skills and a South Asian language (Hindi, Punjabi and Tamil preferred)
- Computer proficiency in Windows Office suite, email, internet and experience using a client database system
- Ability to work flexible hours including evenings, weekends and to work from any IRCS work-site
- Current CPR and First Aid certification
- Current Criminal Record Check including Vulnerable Screening will be required





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- Valid Driver's License with reliable transportation
- Ability to work flexible hours including evenings, weekends and to work from any IRCS work-site
- Ability to work in a culturally diverse environment and a strong understanding of inclusive and equitable service

Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to hr@indiarainbow.org by 12:00pm, September 14th, 2016. Please ensure your application email has the subject heading of 'Program Coordinator – Seniors Wellness - (insert your name)'

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

India Rainbow Community Services of Peel is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

