



# Indus Community Services (Indus)

## JOB DESCRIPTION

<b>Position Title:</b> Program Assistant – Long Term Care <input type="checkbox"/> Program Assistant – Senior Wellness <input type="checkbox"/>	<b>Locations:</b> 3038 Hurontario St., Mississauga <input type="checkbox"/> 415 Matheson Blvd. East, Mississauga <input type="checkbox"/> 245 Queen Street East, Brampton <input type="checkbox"/>
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**Position Overview:** Under the general guidance of the Program Lead, the incumbent is responsible for assisting in the planning, coordination, implementation and recording functions of the Health Services program.

- Responsibilities and Duties:** *(but not limited to)*
- Maintain a safe and secure environment for the clients and provide assistance with:
    - Implementation of a variety of social and recreational activities
    - Planning and organization of Adult Day, Senior Wellness and Caregiver Support programs
    - Organizing special events for clients such as picnics, imaginary trips, exchange visits etc.
    - Organizing the annual Senior's Symposium for the Senior Wellness program
    - Conducting various satisfaction surveys and compiling survey reports
    - Sourcing community resources for caregivers
  - Provide administrative/reception duties as required
  - Complete all tasks and responsibilities within assigned timelines
  - Become familiar with agency programs, services, practices and staff
  - Adhere to the mission, guiding principles and values of the organization
  - Maintain confidentiality of clients, staff and peers
  - Represent Indus in a professional manner at all times
  - Arrive on time and be committed to the agency and the agreed upon contract dates and times
  - Assist with all other duties as assigned

- Qualifications and Skills:**
- Applicants must be between the ages of 18 to 30 years (inclusive), currently enrolled in a post-secondary educational institution, on a full-time basis for the 2016/2017 academic year, returning to full time studies in the fall of 2017. *(proof will be required)*
  - Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
  - Is legally entitled to work in Canada according to the relevant provincial/territorial legislation and regulations
  - Preference will be given to students in nursing, health sciences and gerontology related programs
  - Demonstrate sensitivity to the needs of the elderly and persons with disabilities and their caregivers
  - Excellent administrative, communication, interpersonal, organizational, time management and public relations skills with the ability to maintain confidentiality and to multi-task is required
  - Convey a friendly and professional attitude with visitors in person or by telephone
  - Self-motivated, detail-oriented, proficient at meeting deadlines and comfortable working on multiple projects simultaneously
  - Must have good computer skills (MS Office)
  - Must demonstrate flexibility and adaptability
  - Able to work as a team with site staff, and sensitive to cultural, linguistic and religious diversity
  - Proficiency in one or more South Asian languages is an asset
  - Must commit to full contract duration – dates and times

<b>Approved By:</b> Gurpreet S. Malhotra, CEO	<b>Date Approved:</b> January 6, 2017
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<b>Employee</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b> /     /

Note: This job description is intended as a guide to reflect the principal functions of the job. However, it is not an all-inclusive listing of the required job functions. Further, the job description is subject to change at the discretion of management.