

## JOB POSTING

**Job Position:** Activity Coordinator  
Full-Time and Part-Time opportunities available  
**Department:** Health Services  
**Compensation:** \$20.17 - \$21.50 per hour

Indus Community Services is an accredited, not-for-profit community benefit organization that has served local communities for over 32 years. We are a registered charity, supported by our donors and by all three levels of government. Through our professional staff, we are a leader in the provision of culturally responsive services to newcomers, families, women & seniors.

**Vision:** Leaders in building strong and supportive communities.

**Mission:** Supporting our growing communities to manage change through quality client-centered social & health services and responsive public education.

### **Position Summary:**

Under the general guidance of the Manager – Health Services and as a member of a multi-disciplinary team, the incumbent will lead client programs and assist in the planning, coordination, and operation of the Adult Day Services (ADS) program while promoting strengths based client centered philosophy.

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

- Lead a wide range of culturally sensitive group and individual activities for ADS clients.
- Plan activities based upon clients' interests, and capabilities in line with individual care plans.
- Ensure clients' needs are supported, in a safe and secure manner.
- Participate in regular planning for the ADS program with the team.
- Support and assist the ADS team in identifying and addressing clients' needs.
- Assist clients with activities of daily living.
- Evaluate the effectiveness of the program, activities, and events and seek opportunities for improvement.

### **Qualifications and Skills:**

- Diploma in Recreation, Gerontology, Social Work, and/or a Health related field with gerontology focus.
- Demonstrated knowledge and experience in planning, implementing and evaluation of activity programs for persons with frail, elderly, and/or cognitively impaired.
- Experience with activation techniques with demonstrated ability to continually motivate program participants.
- Demonstrated organizational and interpersonal skills.
- Minimum of two years' experience working with seniors.
- Self-directed, self-motivated with a positive attitude and be able to work independently and as part of a team.
- Excellent oral and written English skills are required and one or more South Asian language is preferred.
- Sensitivity to people from different socio-economic backgrounds with an equity lens.
- Ability to work flexible hours including weekends and to work from any Indus work-site.
- Valid driver's license and access to a reliable vehicle is preferred.
- A Police Vulnerable Sector Check will be required upon start of your employment.

**Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to [hr@induscs.ca](mailto:hr@induscs.ca) by 12:00pm, April 30<sup>th</sup>, 2018. Please ensure your application email has the subject heading of 'Activity Coordinator - (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.

Indus Community Services 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.**