



# WoodGreen Community Services Job Posting

WoodGreen Community Services is one of the largest social service agencies in Toronto. A founding United Way of Toronto member agency, WoodGreen has grown to span 36 locations and serves 37,000 people each year. WoodGreen helps people find safe, affordable housing, seniors live independently, internationally-trained professionals enter the job market, parents access childcare, children and youth access after-school programs, newcomers settle in to Canadian life, homeless and marginalized people get off the streets and youth find meaningful employment and training. Visit [www.woodgreen.org](http://www.woodgreen.org) for more information.

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<b>Job Posting Date:</b>	February 8, 2017
<b>Job Posting Application Deadline</b>	February 24, 2017 at 5:00 pm
<b>Job Title:</b>	Program Supervisor
<b>Program &amp; Unit:</b>	ADP/EADP, Community Care Unit (721 Broadview Ave)
<b>Work Week:</b>	25 hours/week Tues–Fri: 3:30 pm – 8:00 pm; Sat: 9:00 am – 5:00 pm
<b>Employment Category:</b>	Non-Bargaining Unit – Part Time

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## Program Overview

The Community Care Unit provides a holistic approach to care at home for seniors and caregivers who are vulnerable, at risk and /or marginalized. The unit provides a wide range of programs such as Social Work, Meals-on-Wheels, Adult Day Programs, transportation, supportive housing and homemaking which enable seniors to be as independent as possible in their homes. The unit also provides a variety of socio-recreational program/wellness programs which enhance the quality of life and promote the health of the older adult.

WoodGreen's Adult Day Program/Enhanced Adult Day Program serves frail, cognitively impaired seniors, post-stroke adults and individuals with Alzheimer's disease and other related disorders. This community-based support program offers supervised group activities and personal care services to clients to maintain and enhance their functioning.

## Position Summary

The Program Supervisor is responsible for the overall day-to-day operations of the program logistical needs, client case management and supervision of the multi-disciplinary team. This position will also have significant interactions with clients, care givers/families, multiple partners and agencies.

## Main Responsibilities:

- Day to day management of ADP/EADP.
- Work with manager in developing program policies, procedures and systems.
- Case management, overall program administration and community outreach.
- Supervision of staff, volunteers and field work students.
- Work with clients and their family caregivers.

## Required Education and Registration:

- Bachelor degree in one of the following areas: Therapeutic Recreation, Rehabilitation, Gerontology, Physiotherapy, Occupational Therapy, Nursing or related majors.

## Preferred Qualifications:

- Minimum 3 years of program management experience in a supervisory position in social-recreational and wellness services for seniors.
- Minimum 3 years of experience in staff supervision and management preferably in an unionized environment.
- Good understanding and knowledge on seniors' issues and services.

- Minimum 3 years of experience in adult day program or community rehabilitation program for frail and/or cognitively impaired seniors.
  - Must have previous experience as part of an inter-disciplinary health care team.
  - Knowledge in eldercare, stroke, Alzheimer's disease, dementias, chronic diseases and medical complexities of seniors
  - Knowledge and demonstrated skills in program development and management.
  - Demonstrates ability to lead the team and work independently with minimal supervision.
  - Good multi-tasking and strong administrative skills.
  - Sound knowledge and skills in program and client service planning, coordination and evaluation.
  - Excellent communication, interpersonal and organizational skills.
  - Comfortable with working with staff and clients from diverse backgrounds.
  - Training and CPR and Firsts Aid is a strong asset.
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**To Apply:**

Please submit your resume and cover letter, **quoting the position title in the subject line** as follows:

**WoodGreen employees ONLY** – apply to [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org). Please note that external applications sent to this e-mail will not be forwarded and will be deleted.

**All other applicants** – apply to [dwong@woodgreen.org](mailto:dwong@woodgreen.org) Attn. Diane Wong, ADP/EADP

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**We are an equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the *Human Rights Code*. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the *Human Rights Code*, the *Accessibility For Ontarians With Disabilities Act*, the *Pay Equity Act*, the *Occupational Health and Safety Act*, and all other applicable legislation.**

**WoodGreen is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative at [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org) of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.**