



Supervisor, Adult Day Program (RPN/RN)

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SPRINT Senior Care began caring for seniors and enabling seniors to care for themselves in 1983. We continue to do so today as an accredited, not-for-profit community support service agency in Toronto by offering a wide range of practical and low-cost services to seniors and their caregivers. Our services help seniors stay safe, connected, and live as independently as possible. They also prevent premature or inappropriate institutionalization.

We supply services regardless of ability, race, religion, ethnic origin, citizenship, marital status, sexual orientation, or gender identity, and are committed to LGBT (Lesbian, Gay, Bisexual, and Transgender) inclusiveness.

Position Type: Full-time, Permanent

Department: Adult Day Program

Reports To: Manager, Adult Day Program

Location: SPRINT Adult Day Program. Location of work is subject to change depending on client service requirements and needs of the organization.

What you will do:

The Adult Day Program provides therapeutic, social and recreational programs for older adults who are frail and/or have cognitive impairments. It also provides respite and support for caregivers.

The Supervisor, Adult Day Program oversees the daily clinical operations for the Adult Day Program (ADP) to ensure the philosophy of care is implemented in the program. In addition, they provide support to agency wide nursing responsibilities. Main responsibilities include: medication management, administration of delegated acts, oversight of transfers, implementing continuous quality improvement and risk management initiatives, and agency expert for the Accreditation IPAC Team.

Service Responsibilities:

- Oversee the full medications management for each client including verifying and distributing medications, maintaining medication records, and orienting and supervising workers for appropriate medication procedures.



- Provide training on delegated acts to ADP staff, and other departments if required.
- Provide training, ongoing supervision and auditing of client transfers to ADP staff, and other departments if required.
- Assist in the completion of client care plans and monitor each client's progress as it relates to the care plan.
- Liaise with physicians, pharmacists, Toronto Central LHIN Home and Community Care and other health care professional service providers regarding clients' care.
- Coordinate all client transfers to and from the hospital, ensuring all information is communicated.
- Provide input and feedback on clients to the Manager, Adult Day Program and Senior Director, Client Services.
- Provide advice, coaching and support to ADP staff regarding medical/healthcare questions and concerns.
- Attend family meetings, as required.
- Serve as back up to front line staff, as required.
- Serve as back up to Manager, Adult Day Program.
- Provide on-call services, as required.
- Ensure that the activities of the ADP support the mission, vision and values of SPRINT Senior Care, while adhering to SPRINT Senior Care's policies and procedures.
- Participate in the development, implementation and evaluation of quality and risk management activities of the Adult Day Program and of the agency.

Organizational Responsibilities:

- Represent SPRINT Senior Care positively and professionally in the community.
- Adhere to and participate in all SPRINT Senior Care system requirements.
- As a member of SPRINT Senior Care's Leadership team, participate positively and productively in organizational initiatives and committees, including: Leadership Team meetings, General Staff meetings and Accreditation teams.
- Maintain accurate and complete written and computer documentation, as required.
- Input data in CIMS and maintain client files as required.
- Report to the Senior Director, Client Services for agency wide operations and Manager, Adult Day Program for program operations.
- Participate in regular supervision and performance reviews.
- Engage in professional development.
- Undertake special tasks as assigned by the Senior Director, Client Services and Manager, Adult Day Program.

What you will need:

- Required: RN Degree or RPN diploma and membership in good standing with the College of Nurses of Ontario.

- Proven ability to establish and maintain productive working relationships internally and externally with stakeholders and partnering agencies.
- Supervisory experience in a unionized environment, an asset.
- Experience working with persons with Alzheimer's disease or related dementias.
- Committed to SPRINT Senior Care's philosophy of care and have the ability and empathy to work with people with dementia.
- Experience with interRAI CHA is an asset.
- Ability to establish good rapport with staff, clients and families.
- Demonstrated ability to be adaptable, build trust, provide coaching and mentorship, facilitate change and engage in continuous quality improvement.
- Effective interpersonal communication skills, including negotiation, persuasion, conflict resolution and problem recognition and problem-solving skills.
- Demonstrates computer skills at an advanced level for the use of the Internet and the following Microsoft Office applications: Word, PowerPoint, Publisher, Excel and Outlook.
- Demonstrates an advanced level for database concepts and structures. Experience with CIMS (Client Information Management System) database is an asset.
- Self-directed, results oriented and capable of working independently as well as well as in a team environment.
- Demonstrated effective leadership skills in a rapidly changing environment.
- Available to work evenings and weekends.

Health & Safety/Risk Management:

In order to reduce risk to clients, employees, volunteers and the agency, SPRINT Senior Care expects that all employees and volunteers will work within the mandate of their job description and abide by the policies and procedures of the agency. Each employee is responsible for his/her own safety as well as that of fellow employees.

Quality, Client and Family Centered Care:

SPRINT Senior Care is committed to continually improving the quality of the care and services we provide and expects all employees to participate in quality improvement efforts. Quality care at SPRINT Senior Care includes a Client and Family Centred approach to care which requires all employees to work with the client and family to ensure appropriate care. All employees are expected to meet client needs by adopting this Client and Family centred approach to care. This approach also requires you to provide care that is respectful, compassionate, safe, and competent, while being responsive to the needs, values, cultural backgrounds and beliefs, and preferences of our clients.

All staff must respect SPRINT Senior Care's Client Bill of Rights including the right of clients to be involved in all decisions made about the care they receive through SPRINT Senior Care.

Our Caring Workplace:

Working at SPRINT Senior Care, you'll have the opportunity to be a part of a passionate team committed to providing client-centred, high quality services to seniors in our service area. SPRINT Senior Care's inclusive environment is one of many benefits for staff, including SPRINT Senior Care's dedication to staff wellness, a comprehensive benefits package for eligible employees, and comprehensive training and tuition reimbursement programs.

How to Apply:

Please email your applications quoting "**Supervisor, Adult Day Program**" in your subject title to jobs@sprintseniorcare.org

SPRINT Senior Care encourages applications from candidates who reflect the diversity of our community.

SPRINT Senior Care is committed to inclusive and accessible recruitment practices in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disability Act (AODA). Reasonable accommodations are available on request for candidates with disabilities taking part in all aspects of the selection process.