



Manager, Adult Day Program

Date: August 16, 2019

Job Posting: 2019-43

About SPRINT Senior Care:

We 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: Senior Director, Client Services

Job Summary: The Adult Day Program Manager oversees the daily operations of the Adult Day Program Monday through Saturday including day, afternoon and evening programs. Main responsibilities include: managing program delivery to ensure quality responsive services; supervision of program staff; and implementing continuous quality improvement and risk management initiatives to creatively meet the needs of the target population.

- Responsibilities:**
- Ensure program services support the mandate, mission, vision and objectives of SPRINT Senior Care while adhering to SPRINT Senior Care's policies and procedures and contract requirements.
 - Participate in the development, implementation, and monitoring of quality and risk management activities for the program and for the agency as applicable.
 - Oversee effective day-to-day operation of the program, ensuring clients' well-being, dignity and safety is maintained at all times.
 - Oversee the evaluation and ongoing improvements of program activities.



- Oversee the assessment and documentation of the physical, emotional, cognitive and social needs of the client.
- Provide direction to the Supervisor, Adult Day Program to ensure daily coordination of client transportation, activities of daily living, and dietary needs; and ensure effective staff scheduling to meet program needs.
- Ensure individualized needs and interests of clients are reflected and met in the development and implementation of individual program plans (IPP) for each client, and that they are reviewed and evaluated as per program standards.
- Responsible for effective relationships with family members and caregivers
- Provide leadership and support to all program staff, both permanent and relief staff.
- Hire and supervise staff, conduct regular supervision and an annual performance review.
- On-site supervisory role for Social Workers assigned to Adult Day Program - responsible for direction on daily operational activities, support with case management and with special projects and tasks
- Support ADP drivers and ADP escort staff, and communicate ADP client needs and program changes that may affect transportation.
- Foster a healthy work environment and positive team dynamics.
- Identify training needs and ensure training and development for staff, students and program volunteers.
- Collaborate with program staff in providing orientation and supervision of volunteers and field placement students.
- Ensure on-going program evaluation through weekly team meetings, completed activity and outing evaluations, and client satisfaction surveys.
- Provide leadership and coordination of team and department meetings.
- Monitor progress of quality improvement and risk management activities of the program to ensure that the goals are met or exceeded.
- Identify opportunities for program growth and diversity of services.
- Participate in on call rotation regularly and as required.

Qualifications:

- A degree in recreation therapy or related field, and significant related experience.
- A minimum of five years' work experience in program coordination and 3-5 years supervisory experience within a unionized setting.
- Excellent interpersonal skills to develop and maintain effective staff relations.

- Experience in a community setting and in working with seniors who are frail, seniors who are cognitively impaired and older adults with disabilities.
- Proven ability to establish and maintain productive working relationships internally and externally with stakeholders and partnering agencies.
- Excellent communication (written and oral), conceptual and strategic skills.
- Demonstrated effective leadership skills in a rapidly changing environment.

Our Caring Workplace:

Imagine finding purpose every day by caring for seniors and supporting their caregivers. 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, and a comprehensive benefits package for eligible employees.

Staff are SPRINT Senior Care's most important resource. Thus, SPRINT Senior Care is committed to providing opportunities to learn through comprehensive internal training and a tuition reimbursement program. SPRINT Senior Care also ensures that its staff are provided with the necessary training, information, and protective equipment so that they can work safely.

To Apply: Application deadline: **Friday, August 30, 2019**
Send application to: Please email applications indicating "**Manager, Adult Day Program**" in your subject line to naomi.ziegler@sprintseniorcare.org

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

We appreciate all applications; however, only applicants selected for an interview will be contacted.

SPRINT Senior Care is committed to inclusive and accessible employment practices. If you require an accommodation to fully participate in our application or hiring processes, please contact Human Resources at 416-481-0669 ext. 224.