Job Posting – Internal/External

**Position:** Program Coordinator - Seniors Lunch Program  
**Working Hours:** 22.5 hrs/wk, 8:30-4:30  
**Status:** Permanent Part-time  
**Reports To:** Manager, Client Services

**Job Summary:** Oversees the planning, organization and delivery of Seniors Lunch programs. Supports a culture of client safety as part of ESS key strategic goals and priorities. Identifies client safety risk; supports a just cause reporting environment for reporting unsafe practices and/or errors; supports staff safety and acts on the safety recommendations.

**Duties and Responsibilities:**
1. Plans, implements and evaluates meaningful recreational and leisure programs based on abilities, strengths and interests of clients
2. Participates in client assessment and develops individualized client intervention plans based on identified social, emotional, physical, and nutritional needs
3. Maintains client documentation and reporting, observing changes in client functioning
4. Administers lunch service including catering management and grocery purchases
5. Supervises volunteers and students
6. Communicates effectively with clients, families, volunteers and interprofessional staff
7. Participates in ongoing professional development, keeping informed of current trends and research in activation and/or recreation therapy
8. Participates in special projects/committees, workshops, and/or other events as required
9. May be required to cover staff absences at other programs

**Qualifications:**
1. Degree or Diploma in Activation/Gerontology, Therapeutic Recreation or equivalent.
2. Experience working with the frail elderly and/or individuals living with dementia.
3. Valid Food Handlers Certificate.
4. Valid CPR/First Aid/AED Certificate
5. A current and valid Police Records – Vulnerable Sector Check.
6. Demonstrated excellence in organization and time management skills.
7. Strong communication skills and the ability to work independently and within a team.
8. Seniors fitness instructor certification is an asset.
9. Valid Ontario Driver’s License and use of a reliable vehicle is an asset.

**Please respond with resume & cover letter by:** Friday September 14, 2018  
ESS Support Services, Hiring Committee  
2245 Lawrence Ave. W. Etobicoke, ON M9P 3W3  
Fax: 416-243-7987  Email: amorellato@esssupportservices.ca

We thank all applicants, but advise that only candidates selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) ESS Support Services will provide accommodation, accessible formats, and communication supports for the interview upon request.

ESS Support Services is a not-for-profit agency committed to supporting seniors in their desire to remain in their own homes and their community.