

JOB POSTING

Adult Day Program – Team Leader

Reports to: Adult Day Program/Overnight Stay Care Manager

Supervises: ADP Program Assistants, Students, Volunteers

The Adult Day Program Team Leader is responsible for developing, implementing, monitoring, and evaluating, the day-to-day programming for the Adult Day Program. The Team Leader ensures quality client care through the implementation of therapeutic programs, coordination and supervision of staff and volunteers, and utilization of internal and community resources.

JOB QUALIFICATIONS

Education

- Degree in Recreation Therapy
- Minimum Recreation and Leadership Diploma, or Dementia Studies Certificate, or PSW (Personal Support Worker) certificate

Experience

- 5 years of experience working in an Adult Day Program or Recreation Department
- Experience planning, implementing, and evaluating activities
- Experience with managing and directing staff, students, and/or volunteers

Knowledge, Skills, Abilities or Certifications

- Comprehensive knowledge and experience working with individuals living with Alzheimer disease and related dementias
- Excellent interpersonal, written, and oral communication skills
- Excellent organizational and decision making/problem solving skills
- Good knowledge of community resources
- Current First Aid/CPR and Ontario Food Handler's certificate required
- Certification in GPA (Gentle Persuasive Approaches) and U-First an asset
- Current driver's license and access to a vehicle with appropriate insurance coverage
- Clear vulnerable sector check

JOB POSTING

SERVICE RESPONSIBILITIES

1. Ensure the program operates in accordance with regulatory requirements and aligns with the mission, vision, and values of the Alzheimer Society
2. Provide program leadership and effective day-to-day management coordination of the Adult Day Program including planning, organizing, staffing, client intakes and admissions, and leading programs as required
3. Provide supervision to a team of professionals including training/re-training of employees, students, and volunteers as required and assist in performance evaluations
4. Assist in the completion of client care plans and monitor client's progress as it relates to the ADP
5. Monitor and evaluate program activities to ensure safety and appropriateness, conduct continuous quality improvement
6. Monitor and report any serious changes in behaviour or health to the client's care partner as well as making referrals to internal support services for appropriate follow up
7. Maintain and update client records as appropriate including, but not limited to, emergency contact information, medications, assistive devices, dietary restrictions, physical and cognitive abilities etc.
8. Recommend to the ADP/OSC Manager the termination of clients no longer meeting Adult Day Program criteria
9. Collaborate with the ADP/OSC Manager and other internal resources for alternate service planning if ADP is terminated
10. Assist clients with Activities of Daily Living (eating, dressing, toileting, medications, etc.) as appropriate
11. Regular up-dates and communication with Alzheimer Society Staff, client care partner's, community partners, and ADP/OSC Manager.

JOB POSTING

ADMINISTRATIVE/ORGANIZATIONAL RESPONSIBILITIES

1. Participate in the development, implementation, and evaluation of quality and risk management activities of the Adult Day Program and of the Society
2. Maintain accurate and complete client documentation, and service delivery in accordance with direct service policy requirements including attendance records, progress notes, waitlist management
3. Assists in the development of safety procedures, Policy and Procedure Manual and Quality Assurance, and follows management decisions
4. Active participation in Society related meetings, providing follow up action and involvement as designated, working collaboratively with colleagues in a positive team centered approach
5. Participation and involvement in annual fundraising events as required
6. Document and report any unusual or hazardous incidents to the ADP/OSC Manager, and/or Health and Safety Representative as appropriate
7. Operationalize and understand pertinent emergency procedures, fire regulations, missing person procedures, etc.
8. Communicates professionally with staff, clients and families in accordance with Day Program Policies and Procedures
9. Maintains a safe environment and monitor client safety while at Day Program
10. Respects confidentiality and the dignity of clients.
11. Maintain Day Program budget including the purchase of groceries and program supplies
12. Undertakes tasks, special projects and other duties as assigned

Alzheimer Society

L A N A R K L E E D S G R E N V I L L E

JOB POSTING

DAILY RESPONSIBILITIES

In addition to the attached service, administrative/organizational, and personal responsibilities below is a list of daily tasks the Team Leader is responsible for completing. The Team Leader is the main contact for clients and caregivers attending the Adult Day Programs.

- Ensure program, staffing, and meal calendars are up to date and posted
- Meet with staff in the morning to review daily assignments and client updates
- Check emails, and voicemail and follow up as appropriate (throughout the day)
- Greet ADP clients upon arrival, document any new information provided, receive medication from client/care partner and store safely until assistance is required
- Assist clients with medications as needed and/or monitor clients who take medications while at the program
- Complete and send attendance (daily/weekly depending on number of days worked)
- Track grocery expenses, petty cash and/or credit card purchases and submit receipts weekly to admin
- Support program assistants, and assist with programs, cleaning, toileting, and meal prep as needed
- Monitor client waitlists, and contact families when spaces available
- Maintain accurate client records, documenting as per ASLLG Documentation policy
- Ensure appropriate staffing coverage in the event of a sick call
- Program cancellation notifications to client, caregivers, staff, volunteers, and students, in the event of program closures (Ex. Snow days)

ADDITIONAL RESPONSIBILITIES

- Actively participate in Team Lead meetings as required
- Prepare and send written updates to ADP/OSC manager, giving an overview of the week and communicating with any client, staffing, programming concerns, Etc.
- Review and approve staff timesheets before submitting to admin biweekly, track student and volunteer hours
- Monitor supplies, including but not limited to PPE and purchase or request as needed

Alzheimer Society

L A N A R K L E E D S G R E N V I L L E

JOB POSTING

PERSONAL RESPONSIBILITIES

1. Maintain good public relations in the community by presenting a positive image of the Society
2. Be motivated to receive education and training to provide appropriate therapeutic programs to clients, to conduct ongoing program evaluations, and continuing quality improvements in the Day Program
3. Be knowledgeable of Alzheimer disease and related dementias and the latest development in research and treatment
4. Update Criminal Reference Check every two Year
5. Resign Oath of Confidentiality and Conflict of Interest annually

Team Leader Signature: _____ Date: _____

ADP/OSC Manager: _____ Date: _____

~The Alzheimer Society Lanark Leeds Grenville is committed to equity, diversity, and inclusion. We aim to foster a respectful and inclusive workplace culture that reflects the broad diversity of the communities we work with, and values self-expression and self-identification. ~

We support our staff to maintain a work-life balance and ensure our employees have access to continued professional development. We are committed to finding an energetic, outgoing, and motivated individual to join our Team.