Alzheimer Society
LANARK LEEDS GRENVILLE

Alzheimer Society LLG Respite – OSC Program Assistant

** Please note this is a weekend only job with Day, Evening, and Night shifts available**

Title: Overnight Stay Care (OSC) Program Assistant

Reports to: Overnight Stay Care (OSC) Program Coordinator

Under the direction of the OSC Program Coordinator, the OSC Program Assistant ensures the quality of client care through the implementation of therapeutic activity programs and assistance with ADLS; based on the policies and procedures, and standards of the Alzheimer Society.

JOB QUALIFICATIONS

Education

- PSW (Personal Support Worker) certificate or equivalent

Experience

- 1-2 years' experience working with seniors with cognitive and physical disabilities; including providing personal care and assistance with Activities of Daily Living (ADLs)

Knowledge, Skills, Abilities or Certifications

- Knowledge and experience working with individuals living with Alzheimer disease and related dementia
- Excellent interpersonal, written, and oral communication skills and the ability to work effectively with and without supervision
- Excellent organizational and decision making/problem solving skills
- 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

Service Responsibilities

- Assist program leadership in the effective day-to-day programming, including planning, organizing, staffing (as required), purchasing approved supplies, cleaning, and other duties as assigned
- Assist program leadership in the creation, implementation, and updating of individual client care plans
- Assist in creating an environment of comfort and security for clients; ensuring programs sites are clean and clear of any obstacles
- Assist in planning and evaluating the program activities to ensure that they remain safe and appropriate to the participants served, and conduct continuous quality improvement
- Assist volunteers and students in the implementation of planned programming
- Monitor and report any serious changes in behaviour or health to the ADP Team Leader or designate
- Assist clients with Activities of Daily Living (eating, dressing, toileting, medications, etc.) as appropriate

Administrative/Organizational Responsibilities

- Accountable to the Program Coordinator for the efficient operation of the Overnight Stay Care Program
- Maintain accurate and complete client documentation, and report to the Team Leader any concerns with client eligibility for the program
- Understand and be prepared to follow any pertinent emergency procedures, fire regulations, missing persons procedures, etc.
- Active participation in Society related meetings, providing follow up action and involvement as designated, working collaboratively with colleagues in a positive team centered approach
- Participation and involvement in annual fundraising events as required
- Document and report any unusual or hazardous incidents to the OSC Program Coordinator and/or Health and Safety Representative
- Communicate professionally with staff, students, volunteers, clients and families in accordance with Overnight Stay Care Program Policies and Procedures

- Respects confidentiality and the dignity of clients.
- Undertakes tasks, special projects and other duties as assigned.

Personal Responsibilities

- Maintain good public relations in the community by presenting a positive image of the Society
- Be familiar with and adhere to the Alzheimer Society LLG Program Policies and Procedures and to follow management's decisions to ensure efficient operation of the program
- Be motivated to receive education and training to better support clients attending Alzheimer Society programs
- Be knowledgeable of Alzheimer disease and related dementias and the latest development in research and treatment
- Participate in an annual performance review with the OSC Program Coordinator
- Update Criminal Reference Check every two Year
- Resign Oath of Confidentiality and Conflict of Interest annually

Commitment to Equitable Recruitment

The Alzheimer Society recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

Our values include justice and connection and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. The Alzheimer Society Lanark Leeds Grenville welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with

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disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+

Job Types Available:

Casual
Part-time: 16 hours biweekly, day shift (Saturday & Sunday 7-3pm)
Temporary Part-time: 24 hours biweekly, evening shift (Friday, Saturday, & Sunday 3-11pm)

Work Location: In person (Smiths Falls, ON)

Date posted: August 25, 2026

Pay: From CA$20.50 per hour