

Job Summary

Reporting to the Executive Director and based on the policies, procedures and standards of the Société Alzheimer Society, the Day Program Manager will ensure the quality of client care through an effective assessment and the development of client's care plan. The Day Program Manager will supervise staff implementation of client's care plan and will evaluate program planning. The Day Program Manager will also be the liaison to the community, involved in groups that support dementia care through Day Programming.

Qualifications

Education

- Post-Secondary Degree in Social Sciences, health sciences (RN, RPN) with experience in the field of Gerontology or Activation, to include Management Training

Experience

- 3 to 5 years client service experience in the health and/or social service sectors
- Experience working directly with people living with Alzheimer's disease and/or related dementias (ADRD) and their care partners
- Experience in assessment and care planning/coordination
- Experience working in settings requiring inter-professional collaboration

Other Knowledge, Skills, Abilities or Certifications

- Excellent communication (verbal and written) in both official languages
- Exceptional interpersonal skills, including shared decision-making and facilitation
- Ability to prioritize workload and manage competing tasks
- Knowledge of available community services/supports and clinical, social and residential care options
- Strong knowledge of person-centred philosophy
- Excellent problem-solving and change management skills
- Proficiency in technology (e.g., Microsoft Office Suite and case management and care coordination systems)
- Demonstrated ability to work independently and within a team
- Expertise and experience in cultural sensitivity and diversity
- In depth knowledge of clinical practices and training models related to dementia (e.g.: P.I.E.C.E.S. and U-First!)

Responsibilities

- Primary responsibility for all coordination related to the Adult Day Programs including but not limited to referral management, staff supervision and scheduling, client admissions, planning and implementing program, resource management, tracking and managing data/outcomes.
- Manage day program staff and volunteers to assist clients with activities of daily living and engages client in activities, provides direction and leadership to program staff, volunteers.
- Evaluating the coordination and implementation of activities for all Day Programs.
- Evaluating the environment of all-Day Programs
- Provide support to the Program Coordinator, Outreach Coordinator, Activity staff, PSW Staff, Volunteers/Students.
- Orientation and supervision of new staff, students and volunteers

- Report any serious occurrence to the Executive Director
- Attend and participate in society staff meetings, as well as interdisciplinary meetings as needed.
- Organize and facilitate Day Program staff meetings.
- Collect, maintain and report required quantitative and qualitative data to support province-wide monitoring, evaluation and reporting
- Maintain attendance lists, emergency forms, client risk management lists, client picture ID forms for all Day Programs.
- Conduct Day Program staff evaluations
- Liaise with community partners which include the LHIN Home and Community Care, and other partner agencies. Discharge clients from the Day Programs as needed.
- Member of the Management Team
- Manage staff in all geographic locations, in addition to casual staff
- Manage all risk associated with the Day Programs including, clients, caregivers, staff, nursing, students and volunteers

Service Delivery Standards and Quality Improvement

- Maintain confidential, accurate and current client records, including complete and thorough documentation, in compliance with relevant privacy legislation and in accordance with professional standards and internal policies.
- Ensure that client consents, privacy, and confidentiality are maintained in compliance with legislation, professional standards/regulations and internal policies
- Maintain an advanced level of knowledge of Alzheimer's disease and other dementias, including clinical manifestations, behaviours, current care practices, treatment options, placement options, available community resources, and all relevant legislation
- Assist with the development and maintenance of policies, procedures and resources to support Adult Day Programs
- Participate in knowledge transfer and exchange and collaborate with Alzheimer Societies across Ontario to support the delivery of best practices and ongoing quality improvement

Other Requirements

- Must be able to provide a police vulnerable sector check
- Must possess a valid driver license and access to a vehicle
- Travel across Chapter District as required
- Flexible schedule; may be required to work some evenings and weekends
- Must be able to provide a negative 2-step TB Test

Interested candidates are asked to send their cover letter and resume at the following email address: info@alzheimersudbury.ca before 4:00pm on March 12th, 2020. Please ensure the job reference number is indicated on the subject line, the cover letter and resume.

*The Alzheimer Society thanks all applicants. Only those selected for interviews will be contacted.
The Alzheimer Society welcomes and encourages applications from people with disabilities.
Accommodations are available on request for candidates taking part in all aspects of the selection process.*
