

Soci t  Alzheimer Society

SUDBURY-MANITOULIN NORTH BAY & DISTRICTS
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Registered Practical Nurse "RPN"

Day Program Coordinator

Job ID: (#ADPNB-2021)

Full Time- Permanent (37.5 hrs./week);
1164 Devonshire Avenue. Suite 200. North Bay ON

Job Summary

The Day program coordinator (RPN) is part of an interdisciplinary team and is responsible for providing person centered care to persons living with dementia under the direction of the Adult Day Program Manager.

Reporting to the Day program manager, Adult Day Program. The program coordinator ensures provision of quality, client centered-based programs to persons living with dementia enrolled in the Soci t  Alzheimer Society Health Bistro (ADP). The coordinator will oversee the operation, assisting and organizing, the daily schedule of client/volunteer activities. All duties will be carried out in accordance with program policies and procedures and the mission statement of the Soci t  Alzheimer Society Sudbury Manitoulin North Bay and Districts.

Essential Duties and Responsibilities

- Maintains appropriate records in accordance with the policies and procedures and standard operational guidelines set out by ADP planners. using an electronic documentation system.
- Reports health and safety hazards, actively participates in eliminating causes of accidents, and performs emergency and occupational health and safety measures as required (WHMIS, Infection Control, Fire)
- Integrate residents of the centre into group activities operated by activity staff
- Co-ordinates the arrival and departure of clients participating in the ADP
- Provides assistance for all activities of daily living, e.g. may be required to transfer or toilet clients
- Compile the monthly calendar, organizing and prioritizing work routines, and making changes as required.
- Monitors the basic health needs of clients. Reports any unusual concerns to the Supervisor, Adult Day or in the case of an emergency to the Registered Nurse on duty, for immediate attention
- Maintains a regular wanderer check list for designated clients
- Follows a personalized plan for the care needs of each client
- Provides guidance and advice to volunteers and placement students (if assigned)
- Maintains good relationships and effective communication with the caregivers, staff, volunteers and visitors
- Attends in-service education sessions, staff meetings, workshops, etc. as directed by the Supervisor, Adult Day
- Assists in the orientation of new ADP staff as directed
- Participates in relevant aspects of the Continuous Quality Improvement program to evaluate and improve client services
- Participates in committees as required

- Performs other delegated duties as assign

Other Duties:

- Perform other duties consistent with the job classification, as required.
- Assume other functions as may be assigned by the Program Manager and/or Executive Director.

Job Qualifications

Education:

- Graduate of an approved RPN program (by the Ministry of Training, Colleges and Universities).

Experience:

- Experience working directly with persons living with Alzheimer's disease or related dementias and their care partners.
- Strong knowledge of person-centered care philosophy.
- 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)
- Exceptional interpersonal skills, including shared decision-making and facilitation
- Ability to take initiative and be resourceful
- Excellent problem-solving and change management skills
- Proficiency in technology (e.g.: Microsoft office and case management and care coordination systems)
- Demonstrated ability to work independently and within a team
- Expertise and experience in cultural sensitivity and diversity

Other Requirements:

- Bilingualism is a must for this position (English/French)
- A valid driver's license and access to a reliable vehicle is required
- Criminal Records Verification (within 2 months), incl. Vulnerable Sector Screen
- Must be able to provide a negative TB Test.
- Knowledge/Certification of U-FIRST; GPA; Montessori; P.I.E.C.E.S.

***This position is a designated position under the French language policies of this Chapter, therefore the incumbent requires superior verbal and written proficiency in both official languages.**

The above statements are intended to describe the general nature and level of work being performed by most people assigned in this position. They are not intended to be an exhaustive list of all duties, responsibilities and requirements.

**Please forward your cover letter & resume by February 5, 2021 to:
Quote JOB ID: (#ADPNB-2021)**

Email: sdupras@alzheimersudbury.ca

In Person: Alzheimer Society. 1164 Devonshire Avenue. Suite 200. North Bay ON

The Alzheimer Society welcomes and encourages applications from persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.