

<b>Date Posted:</b> November 8, 2022	<b>Application Deadline:</b> <b>November 15, 2022</b>
<b>Position:</b> ADP Assistant  <b>\$18 per hour</b>	<b>Status:</b> 7 hours per week Wednesday  <b>Ideal start date:</b> Dec 5, 2022
<b>Reports To:</b> Manager of the Thelma Steinman Senior Services	<b>Posting Number:</b> JFS 22 043

## Summary

Working under the direction of the ADP Lead, the ADP Assistant is responsible for supporting the ADP lead in the delivery activities, provide assistance to clients, and collaborate with the team to meet the needs of the client and goals of the program.

## Duties and Responsibilities

- Supports the well-being of clients with Cognitive impairment in order to participate in the program
- Responsible for assisting in the planning and implementation as directed by the ADP Lead
- Prepares program materials
- Greets and assists clients in the program
- Provides leadership in appropriate program activities to clients and volunteers
- Socialize and interact with clients
- Assists with program clean up
- Report client concerns and incidents to ADP Lead
- Maintains regular communication with ADP Lead
- Participate in meetings when necessary
- Work collaboratively with co-workers
- Provide one on one and group sessions to clients
- Participate in regular and ongoing supervision with ADP Lead
- Other duties/projects assigned by ADP Lead and TSU Manager

## Essential Minimum Qualifications

- Completion of Grade 12.
- Strong understanding of Jewish Cultures and traditions
- Minimum of one (1) year experience working in a geriatric recreation setting and a demonstrated ability to communicate and motivate clients with varying degrees of dementia.
- The successful candidate will be required to complete a Vulnerable Sector Check
- English oral, reading, writing required
- Your own transportation is required.

### **Experience and Knowledge:**

- Knowledge of the needs of seniors and Adult Day Program clients
- Gentle Persuasive Approach techniques;
- Knowledge of corporate computer software and systems including MS Office (Word, Excel, PowerPoint, Outlook)
- Knowledge of applicable health and safety legislation, including the rights and duties of workers.

### **Core Competencies**

- Ability to successfully complete all required on the job training
- Ability to respond to and follow emergency procedures
- Work effectively with others
- Record and report on client status
- Excellent interpersonal and communication skills
- Deliver programs for cognitively impaired, physically frail and aged clients in accordance with their individual needs

*Jewish Family Services of Ottawa supports equal opportunity employment. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Right Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting [HRAdmin@jfsottawa.com](mailto:HRAdmin@jfsottawa.com).*

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*

Visit to apply <https://secure.collage.co/jobs/jfsottawa/34416>