

Program Coordinator/Transport 3

Renfrew-Collingwood Seniors' Society is a nonprofit, charitable organization incorporated on October 19th, 1976. The Society operates a Drop-in Centre for seniors in our community (Tu & F) and an Adult Day Centre three days a week (M, W & Th).

Our mission is to enhance the quality of life of aging adults within the community by promoting wellness and independence through the provision of a safe and caring environment.

Job Summary:

Under the direction of the Executive Director, the Program Coordinator component of the job develops, implements, evaluates, and participates in activities to meet clients' activation, life skills, recreational and social needs. He/she assists clients with activities of daily living as required, and supervises program staff.

The Transportation of clients is a crucial daily part of the job and **a class four drivers license is essential**. Inspecting, driving, and maintaining our Society van and organizing HandyDart is a responsibility the job.

We are a unionized site (HEU) with excellent benefits and pension plan.

Duties and Responsibilities: Program Coordinator

1. Develops, implements, evaluates, and participates in activation, life skills, recreational, and/or social activities designed to meet the needs of clients, providing demonstrations as required. Adapts and modifies activities.
2. Supervises staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orienting new staff, and maintaining timekeeping and attendance records.
3. Assists clients with activities of daily living as required, such as feeding, lifts & transfers, grooming, and toileting. Encourages clients to perform activities of daily living and to assist with housekeeping duties.
4. Maintain the cleanliness and organization of the storage and activity area.
5. Assist with the serving of appropriate snacks, beverages and meals with the accepted safety standards for food services.
6. Observes clients and their environments, and reports unsafe conditions and behavioral, physical, and/or cognitive changes. Promotes client participation in activities, and provides feedback regarding the performance and progress of clients to nurse.
7. Meets with other service providers to assess activity and/or client objectives and goals and liaises with caregivers and families to promote client participation when deemed necessary.
8. Interviews clients to establish eligibility or appropriateness for activity. Refers clients to the

programs/services, and provides information regarding available resources.

9. Completes and maintains related records and documentation such as statistics, progress reports, activity plans, and client activity profiles.
10. Assists in the preparation of the program budget, monitors expenditures, and assists with required financial documentation.
11. Prepare and submit a suitable contribution to the monthly newsletter along with monthly calendar.
12. Attend staff meetings, in-service sessions and staff development as required.
13. Performs other related duties as assigned.

Duties and Responsibilities: Transport 3

1. Transports passengers to various locations by operating a motor vehicle with a seating capacity of 11 to 25 (including driver), including motor vehicles modified to accommodate wheelchairs.
2. Assists passengers to get in and out of vehicle, including assisting clients in wheelchairs by operating hoists in mobility aid, lift-equipped vehicles. Ensures that passengers and equipment are safely harnessed when vehicle is in operation.
3. Assists passengers during transportation by performing duties such as providing information, ensuring compliance with regulations, and managing problems and emergencies that arise, in accordance with established guidelines.
4. Performs routine inspection and maintenance duties on vehicles and equipment such as securing load, cleaning interior and exterior of vehicle, refuelling vehicle, checking belts, lights, tires, and maintaining fluid levels. Recommends vehicle and equipment repairs as required.
5. Collects fares, issues receipts, and balances cash.
6. Completes and maintains related records and documentation such as log books and statistics.
7. Performs administrative support duties such as answering telephones, booking client trips, altering schedules, and arranging times for picking up and dropping off clients.
8. Performs other related duties as assigned.

Qualifications:

Education, Training and Experience

- Diploma in Recreation Service Delivery
- **Class IV BC Driver's License Essential**
- **Computer Proficiency Essential**
- Certificates in CPR and First Aid
- Recent, related experience of two years

- Ability to operate related equipment
- Knowledge of basic vehicle maintenance
- Driving knowledge of applicable area
- Or an equivalent combination of education, training, and experience or other

Skills and Abilities

- Ability to develop, organize, coordinate, deliver, and evaluate individual and group activities
- Knowledge of, and ability to do, various arts and crafts, handicrafts, and sports activities
- Ability to supervise and instruct
- Ability to organize and prioritize
- Ability to establish and maintain rapport with clients
- Ability to analyze and resolve problems
- Knowledge of adult learning techniques

Hours are based on a 37.5 hours a week. Approximately 10 hours are spent driving. The balance is spent coordinating the programs.

Rate of pay is as follows:

Program Coordinator	\$20.11 – \$21.83 per hour
Transport 3	\$16.67 - \$18.39 per hour

To apply please forward a covering letter and resume by email to dclarke@shawbiz.ca or fax 604 430-1441 by April 20th, 2009.