

VILLA CATHAY CARE HOME SOCIETY

**Job Title: Program Coordinator
(3 positions available)**

Department: Rehabilitation and Recreation

Job Type: Canada Summer Jobs for Students Program / age 30 & under Full-time, temporary

About The Organization:

Villa Cathay Care Home is a non-profit long-term care home that provides 24-hour professional nursing care for seniors who are unable to have their complex care needs fulfilled in their own homes or other housing arrangements. We offer a comprehensive range of medical, personal, social and recreational services that are coordinated to meet the physical, social, and emotional needs of the residents.

We are looking for three dynamic, outgoing, caring and compassionate individuals to join our team as a Program Coordinators to deliver senior recreational activities.

Job Details

- Position available June 2020 • 37.5 hours per week • Duration: 16 weeks

Job Overview:

The Coordinator's role is to effectively, efficiently, and professionally provide a well-organized and resident-centered activities for seniors in Villa Cathay.

Reporting to Villa Cathay's in-house Physiotherapist and the Recreation Therapist, the duties include:

- Develop, plan and implement summer programs for long-term care seniors in cooperation with the Physiotherapist, and members of the Recreation Team;
- Arrange the logistics of the program including the equipment and supplies required for the activity;
- Match the respective activity with the resident's capabilities and interest;
- Supervise the program daily and promote social and emotional well-being of the residents;
- Prepare for and lead activities;
- Ensure open communication with participants, residents, families and staff.
- Able to respond to families and residents' questions and concerns;
- Ensure that all activities, or events, are scheduled and documented in a timely and organized manner;
- Properly set up and dismantle of daily activities in various locations in the building;
- Compile and submit program outcome reports to the supervisors;

Applicant Eligibility:

- Must meet the criteria/definition of Summer Student as set out by Service Canada in the Canada Summer Student program:
 1. Is between 15 and 30 years of age at the start of employment
 2. Is Registered as a full-time student during the preceding academic year and intends to return to school on a full-time basis during the next academic year.

A current Criminal Record Check Clearance with Vulnerable Adults is required.

Skills and Qualifications

- Strong desire to enhance seniors' quality of life
- Attention to details, good judgment, patience, flexibility, and adaptability
- Ability to work in teams and to work independently
- Good verbal and communication skills
- Basic computer skills
- Ability to understand a Chinese dialect or use online translation tools will be a great asset
- Ability to play musical instruments will be a great asset

Compensation: \$16 per hour