

The Neighborhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House and Neighbourhood Link Support Services.

**JOB OPPORTUNITY
ADULT DAY PROGRAM (ADP) ASSISTANT, RELIEF (Repost)**

Job
#C2017-28

GENERAL DESCRIPTION: This position is responsible for assisting the Stroke Survivors Day Program in the facilitation of the program in a manner that is responsive to clients' needs and ensures an effective program for participants.

MAJOR DUTIES:

- Assist in program activities in collaboration with participants, other staff, volunteers and students.
- Provide assistance to participants as required with ADL's such as feeding, dressing, toileting, personal care and other needs that may arise.
- Purchase food and meal preparation.
- Set up, clean up, wash dishes and counter tops in kitchen.
- General cleaning of program areas as required.
- Participate in staff and unit meetings as required.
- Maintain accurate petty cash receipts and packing slips from suppliers.
- Other job related tasks as required.

REQUIREMENTS & QUALIFICATIONS:

- Demonstrated interpersonal and communication skills
- Familiarity and awareness in implementing anti-racial and non-discriminatory practices
- Knowledge of Microsoft Word/Excel
- Current First Aid and CPR certification
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Terms: This is a bargaining unit, relief position
Pay Rate: Start rate: \$18.47/hour; Job Rate: \$19.34/hour
Hours of Work: Variable; Mon. to Fri.

Posting Date: August 16, 2017 Internal Closing: August 22, 2017 External Closing: August 25, 2017

To apply, submit your resume and cover letter with "ADP Assistant, Job #C2017-28" in the subject line of your email or fax to:

**Human Resources Central Neighbourhood House, 349 Ontario Street, Toronto, ON, M5A 2V8
Fax: 416 -925-1545 E-mail: careers@cnh.on.ca**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirements.