

ALC Program Assistant

POSITION TITLE: ALC Program Assistant	STATUS: Canada Summer Jobs Student Position – 8 weeks
DEPARTMENT: Seniors	# HOURS / WEEK: 35
REPORTS TO: Manager, Seniors Programming	Hourly Wage - \$19
POSTING DATE: May 5, 2023	CLOSING DATE: When Filled

NATURE AND SCOPE: The ALC (Alternative Level of Care) Program Assistant is available in our ALC department, under the direction of the Supervisor, ALC. This position will provide a range of challenging experiences, including working with vulnerable and isolated elderly clients who are transitioning from hospital care back into the community. The student will work directly with Case Managers to assist with the implementation and continuation of services promoting independent living within the community.

Work location will depend on COVID public health restrictions.

DUTIES:

- Work with senior clients transitioning out of the hospital and back into the community and assisting in their case management
- Community outreach
- Escort clients to medical and non-medical appointments
- Security checks and medication reminders for clients
- Friendly visiting/ home visits and client shopping as required
- Assisting with client assessment and reassessments using the InterRAI CHA tool
- Liaising with residents, other Agency staff, external stakeholders, community agencies and local businesses
- Entering and documenting data accurately into a database (CIMS experience preferred)
- Attending team meetings
- Providing administrative support including Intake duties as required
- Perform other duties, appropriate to the position, as required.

In order to apply for this position, you **must** be 15 to 30 years of age. You must be a Canadian citizen, permanent resident or a person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and be legally entitled to work in Canada.

The organization is committed to diversity, equity and accessibility in accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources Administrator will make every reasonable effort to accommodate the needs of applicants requesting accommodation at any stage of hiring process.

To apply, submit your application with “**ALC Program Assistant**” in the subject line of your email to: summerjobs@tngcs.org