

SCARBOROUGH SUPPORT SERVICES

Job Posting – Contract Position

Job Title: Field Supervisor, Personal Support Services Department

Responsible to: Program Manager

Responsibilities of the Field Supervisor:

- Work with the Program Manager and Supervisors in the scheduling of CCAC and agency clients' visits and reporting back process as required.
- Work with the Program Supervisors in the scheduling of on-the-job visits and reporting back process of probationary PSWs.
- Work with the Program Manager and Supervisor in the development of service care plans for clients in conjunction with the caregiver; with an emphasis on client safety.
- Assist in the maintenance of a comprehensive record keeping system for clients and PSWs of the program including assessment, care plan, progress reports, incidence reports, WSIB reports, etc.
- Assist with the evaluation of the program to ensure objectives are been achieved.
- Attend meeting within and outside the agency that is related to the program activities where necessary.
- Assist with the Quality Assurance, Risk Management and Health and Safety programs of the agency.
- Assist with other duties as determined by the Program Manager from time to time.

Qualifications:

- R.N. with experience in gerontology or health care sector training.
- Knowledge and understanding of the aging process, the specific needs of the elderly, disabled and caregivers
- Sensitive to the cultural needs of clients from various ethnic groups
- Excellent interpersonal, communication and coping skills
- Self directed, results oriented and capable of working independently as well as in a team environment
- Must have basic computer skills (knowledge of Microsoft Outlook, Word and Excel)
- Working knowledge of the Employment Standards Act and WSIB Guidelines.
- Possession of a valid Ontario driver's license and access to a vehicle.

Please send you resume by email to: jobs@ssse.ca

DEADLINE FOR APPLICATION: April 10, 2009

The agency will prescreen applications for the most experienced and qualified individuals; and will limit the interviewing process to a maximum of 6 candidates.

**Scarborough Support Services
1045 McNicoll Ave, Scarborough, ON M1W 3W6**