

**The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House**

## JOB OPPORTUNITY

## 2026 Ongoing

<b>POSITION TITLE:</b> Relief Activationist	<b>DEPARTMENT:</b> Independent Living- Adult Day Program	<b>STATUS:</b> Relief, CUPE 7797
<b># HRS / WEEK:</b> Varies		<b>CONTRACT DATES:</b> N/A
<b>REPORT TO:</b> Senior Manager, Adult Day Programs		<b>HOURLY RATE:</b> \$30.94

**GENERAL DESCRIPTION:** Plans, implements, monitors, and evaluates activities and assists with all other aspects of daily programming. This position will work out of all 3 Adult Day Program sites for relief assignments (340 College, 349 Ontario Street and 11 Main).

### MAJOR DUTIES:

- Assist in the daily operation of the Day Program and participate in all aspects of programming and client care.
- Plan, implement, monitor and evaluate activities which are appropriate for the individual client in conjunction with the Manager and other staff, develop goals, objectives and implementation strategies for activities to assist each individual client.
- Participate in on-going client assessment in relation to the Program, and inform community workers and other relevant staff of changes in a client's condition.
- Assist clients with activities of daily living including personal care as required.
- Transport and escort clients between home and the Adult Day Program site in a safe, helpful manner.
- Purchase equipment and supplies as authorized.
- Assist in the scheduling of transportation, meals and volunteers.
- Assist in training and supervising volunteers and students, as required.
- Maintain records and files as required by Agency policies and procedures.
- Maintain client documentation, records and files as required.
- Participate in the intake process for new clients.
- Assist in providing support and follow-up to clients and families.
- Maintain a safe environment and monitor clients' safety and whereabouts at all times. Be familiar with and adhere to emergency procedures, safety and fire regulations and report any hazardous or unusual conditions.
- Take courses in CPR, First Aid, Food Handler's Certification, and such other courses as may be required from time-to-time, as directed
- Maintain knowledge of community resources and keep up-to-date with advances in gerontology, the care of people with Alzheimer disease and related conditions, as well as relevant social, medical and legal issues, through courses, conferences and literature.
- Maintain client confidentiality and adhere to The Neighbourhood Group's policies and procedures
- Participate in team meetings, regular staff meetings and Agency events as required.
- Perform other duties, appropriate to the position, as required.

### REQUIREMENTS & QUALIFICATIONS:

- A post-secondary diploma or certificate from a recognized institution in a relevant discipline
- A valid Ontario Driver's License is preferred
- Competence in the use of computer software, particularly MS Office Programs
- The ability to work in a structured environment and follow a pre-determined schedule.
- The ability to remain calm when dealing with clients' challenging behaviours and to respond quick and appropriately to a variety of emergency situations.
- Preparedness to experience occasional exposure to unsanitary conditions and contagious disease.
- The physical strength and ability to undertake frequent light to moderate lifting, occasional heavy lifting, and frequent walking, bending, stretching and pulling.
- A willingness to upgrade education to keep abreast of changes in the field of gerontological service delivery.
- Good communication and interpersonal skills.
- Ability to work effectively as a team member.

**To apply, submit your resume with the position title in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**