



Summer Student, Adult Day Program Assistant

Ottawa West Community Support (OWCS) is seeking an **Adult Day Program Assistant** to work with seniors in our Adult Day Program.

Under the direction of the Program Manager the Program Assistant will be responsible for the following:

- Supporting clients during activities and encouraging participation
- Animating some activities
- Planning of daily activities
- Ensure care plan goals are being met
- Ensure client files are accurate and up to date in database
- Backfilling volunteer roles in the absence of a volunteer

Requirements:

- Experience interfacing with seniors, families, and volunteers
- Experience co-leading group activities
- Experience working in an Adult Day Program
- Experience maintaining confidential client files and statistical information. Must possess good communication skills, both verbal and written.
- Well-developed customer service and organizational skills,
- Computer Skills, including Zoom
- Flexible and able to multi-task

Applicants must have been a fulltime student in the 2021-2022 academic year, be under age 30, and have the intention of returning to full-time studies in the fall of 2022, as per the guidelines of the Government of Canada's Canada Summer Jobs Program.

Please email your resume to info@owcs.ca

We thank all applicants; however, only those chosen for an interview will be contacted.

If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

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