



Employment Opportunity

Scheduler

Senior Care

Full Time – 35 hours/week

Flexible work hours may include some evenings and weekends

North York Seniors Centre provides programs and services to promote the physical, emotional and social well-being of adults 55+ living in our diverse community.

This position reports to the Director, In-Home Services.

Responsibilities:

- Receive and respond to concerns and provide program & service information
- Using Goldcare, produce, monitor and update a schedule of services
- Verify, prepare payroll documentation for submission to Financial Services
- Review client progress reports and provide feedback
- Maintain accurate and current client electronic and paper client files
- Maintain and submit statistical information
- Coordinate and promote health and fall prevention programs to clients
- Assist in the delivery of monthly in-service sessions
- Participate in continuous quality improvement processes and assist In-Home Services Team with research and development of best practices
- Promote and maintain a high standard of customer service that is client focused

Qualifications/ Skills:

Education: Post-Secondary Education/1 year College Diploma in a related field

Experience: Experience working with older adults

Other: Strong administrative skills
Strong computer skills in a Windows environment; knowledge in Goldcare, an asset
Strong interpersonal and customer service skills
Familiarity working with and supporting volunteers
Ability to communicate effectively in English (verbal and written); other languages, an asset
Ability to be a self- starter, able to work independently as well as in a team

Please submit your resume by **Monday Dec 17, 2018** to:

Mail **North York Seniors Centre,**
Human Resource Department
21 Hendon Avenue, Toronto, ON M2M 4G8

Fax: 416 733.1858

E Mail: hiring@nyseniors.org

North York Senior Centre is an equal opportunity employer. Thank you to all who express interest in this position. **Only those candidates selected for an interview will be contacted. No phone calls, please.**

North York Seniors Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants need to make their request for accommodation known when contacted.

Posting Date: Dec 3, 2018