

## **JOB POSTING**

### **P.S.W/ CO-ORDINATOR**

For  
Moeen Centre for Physically Disabled and Developmentally Challenged Young  
Adults

Position Type: 30 hours per week  
Job Region: Metro Toronto  
Location: Scarborough  
Years of Experience: On year work related experience  
Compensation Type: Hourly @ \$ 14.00 per Hour  
Deadline: July 28, 2017

The position encompasses the primary functions of client supervision, support, training, teaching and security, crises management administrative and clerical duties.

#### **RESPONSIBILITIES:**

- \*participates in ongoing program planning, development which includes teaching and supervision of clients in their daily routine and training, teaching and over all plan of care
- \*Follow security / communication procedures according to Agency and Funders' guidelines including monitoring and testing of in house systems, property and client security checks.
- \*Maintain in-house communication standards.
- \*Maintain all logs as per agency and Funders' standards
- \*To control and dispense medication as per Agency and Funders' guidelines.
- \*Administrative duties as required.

#### **QUALIFICATIONS:**

- Counseling and administrative skills acquired through post secondary diploma and minimum one year work related experience.
- Experience working with physically disabled and developmentally intellectual teens.

- Excellent interpersonal skills to communicate effectively for client service as well as with community agencies, funders and public in team environment.
- Ability to work in team environment.
- Ability to work independently and take initiative as required.
- Teaching skills with the ability to instruct and delegate to others clearly with appropriate follow-up.
- Ability to work with diverse clients and advocate on their behalf when necessary
- Excellent computer skills
- First Aid and CPR certificate as per program requirements.
- Driver license is an asset.
- Certificate of TB test and police check is required upon appointment.
- Eligible for wage subsidy
- Short commuting from the Kennedy & Eglinton Ave E.

\*Only person selected for an interview will be contacted.

**CONTACT / MAIL**

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Founder

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