

Job posting: Activities Coordinator – Goldies Place

Manual: Human Resources

Reports to: Manager of Apartments and Community Services

ABOUT SHALOM VILLAGE

Shalom Village is a non-profit campus of care that specializes in the health and wellbeing of Hamilton area seniors. We provide an unwavering commitment to making every day the best day possible for the seniors who depend on Shalom Village services and programs.

Through their dedication, training and commitment to seniors, our team members transform the lives of older adults through a variety of programs and services, including long-term care, senior living apartments, fitness, community wellness and social programs.

Our long-term care services provide a homey environment and programs for frail seniors, while our independent living apartments are perfect for more active seniors. Our fitness and community programs support local seniors living at home, while also providing them with the opportunity to socialize with their peers, learn new skills, and stay healthy and fit. ***Shalom Village has something for every Hamilton senior!***

**Founded by the Jewish Community, for the benefit of all individuals throughout the Hamilton Region, our Jewish values and traditions ensure that all residents & participants, benefit from the respect, compassion, and dignity inherent in the Jewish faith. Shalom Village welcomes and celebrates individuals from all backgrounds and faiths.

MISSION, VISION & VALUES

Our Vision: Honouring our Fathers and our Mothers

Our Mission: To provide opportunities for the continuity of life interests, values, and relationships for those who need supportive housing, long term care, convalescent care, adult day services and specialized fitness facilities within the context of Jewish Values and Kashruth. We want all those who need our services to feel AT HOME.

Our Values: At Shalom Village we use the acronym AT HOME to provide a clear link between our vision, mission, values, and most importantly how these guiding principles are brought to life for all who live, work, volunteer or visit at Shalom Village.

Acknowledge: We will listen to each other and commit to being approachable, trustworthy, and helpful while valuing each person's contributions, perspectives and differences.

Together: We will support each other and believe that together we can achieve anything.

Home: We will create a feeling of comfort, trust, familiarity, and safety that honours Jewish Values and brings about each individual person's feeling of being at home.

Organization: We will strive for learning, innovation, accountability, transparency, and excellence in all we do.

Memories: We will share memories and create new ones through relationships, sharing, and celebrations.

Enablement: We will empower, encourage, and focus on each other's strengths to make possibilities possible and accomplish our goals.

As a charity that depends on donor support, Shalom Village Staff play a vital role in our ability to deliver the lifesaving programs that benefit Shalom Village residents and participants. It is crucial that staff members believe-in the power of fundraising to bring people together to support the hundreds of seniors whose lives we impact every day. Our staff members are important ambassadors, donors, and members of the Shalom Village Family. We encourage all staff to join us as we work together to improve the lives of Hamilton area seniors.

Position Description:

All employees at Shalom Village (SV) are leaders within their role. All staff takes initiative as part of "a world class learning organization where residents/programme participants are the centre of everything we do". All staff embody the ATHOME values in all interactions.

Reporting to the Supervisor, Apartments and Community Services, the Activities Coordinator develops and delivers programs and activities to adult day program participants to ensure their physical, intellectual, spiritual and emotional needs are met. The successful applicant will be confident in their ability to deliver programs to groups small and large and on a one to one basis. The ability to work independently and within a team is essential.

Key Tasks Include:

- Preparing monthly activity calendars, including booking entertainment within the allotted budget
- Submitting cheque requisitions to the finance department
- Organizing and participating in daily tasks with the team, including lunch preparation and serving, dishes and toileting schedules
- Ability to navigate all software programs used, such as Microsoft Office, Microsoft Word, Zoom, Microsoft Teams, Google calendars
- Assists in toileting/transfers when needed
- Communication with family members
- Documentation as required

Qualifications:

Degree or Diploma in Therapeutic Recreation, Certificate in PSW, or other related health fields is preferred. Food Handlers Certificate is required Ability to run programs. Demonstrates strong initiative on a day to day basis. Strong verbal and written communication skills.

COVID-19 considerations:

Shalom Village implemented heightened precautionary protocols in all of our homes. We continue to follow the advice of provincial and federal governments, our sector regulators and local Public Health agencies.