

Employment Opportunity

Personal Support Worker

Adult Day Program

Part Time

Flexible work hours may include some evenings and weekends

North York Seniors Centre promote healthy aging by providing programs and services within our diverse community.

This position reports to the Supervisor, Adult Day Program

RESPONSIBILITIES:

- Assist clients with personal care duties, including toileting, feeding, medication assistance, and activities of daily living
- Support therapeutic, recreational, and social programming for older adults
- Assist with program set-up, clean-up, and meal service at both Sheppard and Hendon program locations
- Complete daily documentation and maintain accurate client records
- Promote a safe, respectful, inclusive, and client-focused environment
- Work collaboratively with team members, students, and volunteers to support service delivery
- Assist with maintaining inventory of program and food supplies
- Participate in continuous quality improvement initiatives and support best practices
- Follow Infection Prevention and Control (IPAC) policies and procedures
- Adhere to all NYSC policies, workplace health and safety procedures, and confidentiality requirements

QUALIFICATIONS/ SKILLS:

Education:

A graduate of a Personal Support Worker program approved by the Ministry of Colleges and Universities or the Ministry of Education, OR Developmental Support Worker (DSW) Certification, OR Registered Nurse (RN) / Registered Practical Nurse (RPN) student with a minimum successful completion of one year of school OR Foreign-trained Registered Nurse, Registered Practical Nurse, Midwife, or Physician Additional education in Gerontology, Recreation, Activation, or related field is considered an asset
Candidates must demonstrate the knowledge, skills, and abilities required to perform the duties of the position safely and effectively.

Experience:

Minimum 1 year of experience working with frail and cognitively impaired seniors/adults
Adult Day Program experience preferred

Other:

Demonstrated ability to provide compassionate, client-centered care
Strong interpersonal, communication, and organizational skills
Ability to work effectively in a team environment
Demonstrates empathy, patience, and professionalism
Computer skills in a Windows environment; knowledge of Goldcare is an asset
Fluent in verbal and written English; additional languages such as Farsi, Cantonese, Korean are considered assets
Current CPR and Standard First Aid certification required
Recent Vulnerable Sector Police Check required

PLEASE SUBMIT YOUR RESUME BY May 22, 2026, TO:

E Mail: [hiring@nyseniors.org](mailto: hiring@nyseniors.org)

Opportunity: This is a current existing position

AI Disclosure: North York Seniors Centre does not use AI to screen candidates

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.ss

North York Seniors Centre is an equal opportunity employer. Thank you to all who expressed interest in this position.

Only those candidates selected for an interview will be contacted. No phone calls, please