



# Mills Community Support Corporation

## **Assisted Living/Respite Program Team Leader/ Care Coordinator 75 hours Bi weekly**

**Senior Services – Our Purpose** - To provide coordinated, person centered support to older adults who are considered to be “at risk” so that they can: have a good life and a safe life; continue to live “at home”; participate in the life of the community

**Position Summary** – Reporting to the Manager of Community Supports and Services, the Team Leader/Care Coordinator, is responsible for coordinating the provision of support services for seniors living in the community. This position involves responsibility for: performing eligibility/needs assessments of individuals; planning, implementing and monitoring personal support services, working with families, community agencies and staff to provide person centered support; team leadership and staff supervision; administration and ensuring effective communications with a range of stakeholders

### **Qualifications:**

- Minimum of Personal Support Worker Certificate and a relevant Diploma or equivalent
- Comprehensive knowledge of best practices and challenges in gerontology and person centered community support for older adults.
- Excellent communications and interpersonal skills and the ability to provide leadership in a team environment are essential.
- Valid Driver’s License and availability of own vehicle

If you feel that you have the qualifications and share our passion for an inclusive community, please submit a letter of application and a resume to:

Patti Fee, Director Corporate Services  
Mills Community Support Corporation  
67 Industrial Drive, P.O. Box 610  
Almonte, Ontario, K0A 1A0  
Tel: (613) 256-1031 ext. 221  
Fax: (613) 256-1185  
Email: [pfee@themills.on.ca](mailto:pfee@themills.on.ca)

**Deadline for applications: Wednesday April 11 2018 at 4 pm**

Only those selected for an interview will be contacted  
Mills Community Support is an equal opportunity employer