

**Assistant Coordinator, Adult Day Program
Casual 21 Hours/Bi-Weekly**

Salary Range \$23.73 to \$25.18

Number of Positions: 1

Existing Vacancy: Yes

External & Internal Posting

Rural Ottawa South Support Services (ROSSS) is seeking a dedicated and compassionate individual to assist the ADP Coordinator with our Adult Day Program delivery. This role is essential in providing high-quality care and support to frail elderly and seniors with dementia.

Key Responsibilities:

Program Development and Implementation:

- Assist with the design and implement engaging and therapeutic activities tailored to the needs and abilities of participants.
- Ensure programs promote physical, mental, and social well-being.

Assessment and Care Planning:

- Assist with ongoing assessments of participants to understand their needs and preferences.
- Assist with the development of individualized care plans and monitor participant progress.

Health and Safety Oversight:

- Ensure a safe and accessible environment for all participants.
- Ensure ROSSS' policies and procedures are strictly followed.

Administrative Duties:

- Manage supplies, and resources efficiently.
- Maintain accurate records and documentation for regulatory compliance and reporting.

Program Evaluation and Improvement:

- Evaluate program effectiveness through feedback and best practices.
- Implement improvements to enhance participant experience and program outcomes.

Reporting and Statistics

- Assist with program statistics in the absence of the Program Coordinator.

Qualifications:

- Degree or diploma in Social Work, Gerontology, Health Care, or a related field.
- Experience working with seniors or individuals with dementia.
- Strong organizational and leadership skills.
- Experience with program development and planning
- Excellent communication and interpersonal abilities.
- Knowledge of health and safety regulations in a care setting.
- Proficiency in budget management and resource allocation.
- Strong Computer Skills
- Valid Driver's Licence & reliable vehicle

Benefits:

- Competitive salary
- Opportunity to make a meaningful impact in the community.
- Supportive and collaborative work environment.

How to Apply:

Interested candidates are invited to submit their resume and cover letter outlining their relevant experience and why they are a good fit for this role. Please send your application to jeanne.pronovost@rosss.ca with the subject line "Assistant Coordinator, Adult Day Program."

Application Deadline: August 17, 2026

ROSSS is an equal opportunity employer and welcomes applications from all qualified individuals. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

ROSSS may utilize automated systems, including artificial intelligence, to assist in the collection, screening, and assessment of candidate applications.