



JOB VACANCY

Job Title: Full Time Homecare Associate
Department: Social Services
Position reports to: Trisha Felgar
Date: May 2023

Job summary:

The homecare associate works as part of a homecare team to coordinate tailored homecare plans and services for vulnerable seniors living in the community.

Duties and responsibilities:

- To assist in the assignment and coordination of the client homecare schedules
- To assist in the supervision of homecare workers and the maintenance of file management.
- To train, assist and supervise homecare workers on administrative systems.
- To oversee homecare schedules and tasks are provided according to the department guidelines and client care plans.
- Work in close collaboration with accounting team for billing, collections and payroll
- Collaboration with department case managers to ensure client's needs are being met
- To assume other administrative responsibilities as per requirements of the position and department

Skills and competencies:

- Excellent organizational and administrative skills
- Strong ability to multi-task and prioritize needs
- Ability to work in a team.
- Facility in use of Microsoft Office (Excel, Word, Outlook, PowerPoint)

Requirements:

- Bachelor's degree or equivalent
- Knowledge of the Jewish community is an asset

Interested candidates may submit their resume to HR at: hr@cummingscentre.org

Only applicants to be considered for the position will be contacted for an interview