

POSITION SUMMARY
QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE: On-site Program Assistant
DEPARTMENT: School of Rehabilitation Therapy
POSITION NUMBER: 00129560 (used as a template)
GRADE: 4 EFFECTIVE DATE: January 20, 2019

JOB SUMMARY:

Reporting to the Principal Investigators, the On-site Program Assistant will perform a variety of duties related to the day-to-day operations of the Principal Investigators' senior-driven age-in-place research project. The incumbent will work in consultation with the Principal Investigators to assist with the Oasis Expansion and Evaluation research study which will include but is not limited to: assisting with implementation and evaluation of an innovative senior-drive model of active age-in-place that integrates health and supportive community services for older adults within naturally occurring retirement communities. Additional responsibilities will include maintaining safe practice standards and following all protocols. The incumbent will be responsible for some administrative duties such as ordering and maintaining supplies, maintain the activity program for Oasis members, and assist in identifying and supporting local community partnerships as required.

KEY RESPONSIBILITIES:

- Perform administrative duties including: ordering supplies and maintaining Oasis program supplies, maintaining Oasis program equipment.
- Assist with coordinating and supporting senior-led wellness, social connection and resource programs in collaboration with volunteers. Organize events and book space with apartment building staff.
- Coordinate and maintain multiple stakeholder relationships (building management, Oasis members, Oasis board, employer and community organizations/services in consultation with the Principal Investigators. Work independently within guidelines provided by Principal Investigators.
- Work with Oasis members to ensure their actively engagement with program development and decision-making.
- Maintain a welcoming and accessible Oasis space in the apartment building.
- Monitor seniors' well-being and share resources or support and encourage the organization of educational workshops based on emerging needs for Oasis members. Guide and provide support Oasis members with respect to priority issues such as: personal planning, navigating systems, and supports for people with disabilities.
- Assist with recruitment, screening and support of program volunteers.
- Identify local community partnerships in consultation with the Principal Investigators. Build and maintain effective relationships with community partners and program stakeholders.

- Assist with monitoring Oasis program outcomes and expenses. Provide regular progress reports for Oasis Research Team.
- Undertake other duties as delegated in support of the Oasis project.

REQUIRED QUALIFICATIONS:

- Two-year post-secondary program in a relevant field (e.g. occupational therapy assistant, physiotherapy assistant, social services workers, personal support worker, recreational therapy, health promotion specialist, or equivalent college degree in gerontology), with previous relevant experience working with seniors.
- Experience working in a community environment; specifically experience in group facilitation and community engagement for seniors. Knowledge of seniors' issues and local community resources.
- Experience working with seniors and/or persons with disabilities would be considered an asset.
- Knowledge and experience organizing multi-stakeholder programs would be considered an asset.
- Knowledge and understanding of the Age-in-place models would be considered an asset.
- Consideration will be given to an equivalent combination of education and experience.
- Criminal record check - Vulnerable Sector Check required.
- First-aid Training is required.
- American Sign Language is an asset.
- Consideration may be given to an equivalent combination of education and work experience.

SPECIAL SKILLS:

- Ability to support Oasis members and to facilitate the organization of Oasis activities with very little guidance.
- Strong interpersonal and communications skills (both verbal and written) to deal with a wide variety of individuals in a professional manner and to provide clear and accurate information. Assertive, open-minded, and trustworthy individual who is able to thrive in a dynamic work environment.
- Ability to multitask, prioritize workload, deal with multiple demands, take initiative, and focus even under pressure and with frequent interruptions.
- Ability to exercise sound judgment with regard to the research project and Oasis members needs.
- Ability to work collaboratively with Oasis members in a team-oriented environment.
- Creative, empathic, compassionate, enthusiastic, adaptable, strong listening skills and a good sense of humour.
- Ability to maintain strict confidentiality.

DECISION MAKING:

- Decide how to deal with day-to-day priorities in support of Oasis activities program.
- Decide how to distribute information, what method to use, and who to send it to.
- Determine when it is necessary to seek advice or direction from principal investigators with respect to Oasis activities program, any conflict, community partnerships identification, and stakeholder relationship.
- Aid in the production of various Oasis program documents and progress reports.

RESEARCH ASSESSMENT QUESTIONS:

YES

NO

(must be completed)

1. Is this position technical in nature in a teaching or research lab or lab-related area?

2. Does this position support a research project?

If yes, indicate name of the project: **Oasis Senior Supportive Living: A Model for Active Aging-in-Place**

3. Does this position report directly to a Principal Investigator (PI)?

If yes, indicate name of the PI: **Dr. Catherine Donnelly and Dr. Vincent De Paul**

SIGNATURES:

Date

Incumbent

Manager

Department Head/Director or Designate