



DAY SUPPORTS COORDINATOR

Presented by Thornhill Employment Hub on behalf of a local employer seeking to fill this position.

Location: Clark Campus - 501 Clark Ave. West, Thornhill, ON

Work Days: Monday to Friday, 40 hours/week

Hours: 8:30am to 4:30pm

Salary Range: \$41,000 - \$44,000 annually, with opportunities for extended health care benefits

Requirements:

- Related college/university diploma or degree
 - Experience in program development and implementation with a focus on participant needs
 - Minimum of one year of experience working with individuals with developmental challenges or in a related field
 - Proven ability to work effectively as part of a team
 - Strong verbal, written, and interpersonal communication skills
 - Excellent organizational skills and ability to work independently
 - Satisfactory Vulnerable Sector Screening (police check)
 - Knowledge of Jewish practices and traditions is an asset
 - Valid Ontario Driver's License is an asset
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Responsibilities:

- Attend and actively participate in daily morning and afternoon meetings
- Observe and assess participant needs and communicate them to the team
- Develop and implement programs for groups of 4–16 participants based on their goals and interests
- Support staff leading programs to ensure participants are engaged and involved
- Supervise and manage participants during community outings following established guidelines
- Manage a caseload of 3–5 participants, including:
 - Communicating with families
 - Supporting goal-setting processes
 - Coordinating with staff for appropriate program placement
 - Reviewing progress with families and writing reports
- Support participants in achieving their goals during vocational placements
- Advocate for participants within the program, community, and their families
- Coach participants to independently complete daily living activities
- Complete administrative tasks (reports, phone calls, emails) in a timely and professional manner

For personalized employment support and resources, contact us at 905-707-7332, email us at info@thornhillhub.com, or visit www.thornhillhub.com