

**POSITION: ARTS & CRAFT WORKER****JOB POSTING #:**

**DEPARTMENT:** Huron Lodge  
**POSTING TYPE:** Corporate  
**POSTING STATUS:** Regular Full-Time  
**# OF POSITIONS:**  
**SHIFT WORK REQ'D:** Yes

**UNION:** 543  
**JOB CODE:** 543189  
**POSITION #:**  
**GRADE/CLASS:** 0.09  
**SALARY RANGE:** \$21.77 to \$25.64 per hour  
**HOURS PER WEEK:** 40.00

**DUTIES:**

Under the direction of the Manager of Resident Services, will be in charge of the arts, handicrafts and hobby activity programs which includes designing, organizing and conducting classes for residents who experience a range of physical, emotional and cognitive disabilities. Provides diverse arts and crafts programs in the different areas of the Home. Prepare written reports and histories on residents engaged in these activities. Assist the adjutant in conducting functional maintenance programs; assist in arranging and conducting social and entertainment programs; assist the nursing staff in the care of the residents when involved in programs or social activities. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; will perform other related duties as assigned.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies
- Must have over one (1) year experience in teaching crafts, art and hobby work to groups of people
- Knowledge of needlework is essential
- Ability to provide all types of crafts is essential in order to meet the needs of the residents
- Must be patient, understanding, and gentle when dealing with the residents
- Must have knowledge of the functional capabilities of residents afflicted by dementia, strokes, psychiatric problems, etc.
- Must be able to establish effective working relationships with residents, visitors, staff and volunteers
- Must be able to work as a member of a social services team
- Must possess good communication skills, organizational and interpersonal skills and have the ability to communicate with the elderly
- Must have initiative and ability to work with minimal direction.
- Work experience in a health care setting a definite asset
- Experience with the elderly an asset
- Successful completion of a gerontological course an asset

**NOTE:** This position will be undergoing a Joint Job Evaluation Review (JJE) due to recent changes in legislation (as of July 1, 2010) that now requires this position to have the following educational qualifications "a post secondary diploma or degree in recreation and leisure studies, therapeutic recreation, kinesiology or other related field (i.e. programs related to gerontological recreation) from a community college or university. Once the position has been reviewed by the JJE Committee, the Job Posting will be amended accordingly.

**POSTING SPECIFICS:**

- Posting Period:**
- at 8:30 AM to at 4:30 PM
  - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
  - By faxing your Job Transfer Form and resume to the Human Resources Department
- Updated:**
- By Human Resources on September 24, 2010