

POSITION: ADJUVANT

JOB POSTING #:

DEPARTMENT: Huron Lodge
POSTING TYPE: Corporate
POSTING STATUS: Regular Full-Time
OF POSITIONS: 1
SHIFT WORK REQ'D: Yes

UNION: 543
JOB CODE: 543193
POSITION #: 0170
GRADE/CLASS: 0.13
SALARY RANGE: \$26.20 to \$30.80 per hour (2012)
HOURS PER WEEK: 40.00

DUTIES:

Responsible for assisting frail and physically compromised residents to maintain optimum physical, mental and social functioning by providing varied and adapted activities; responsible to ensure restorative, therapeutic routines prescribed by the Medical Director or Physiotherapist are carried out; design and provide both individual and group activities to meet the physical and mental abilities of each resident. Program must encourage independence in self-care, preserve, extend and perpetuate resident's pattern of preferred activities; promote and maintain physical mobility and function and offer opportunities for social interaction. Prepare written activation and spiritual care plans and document on resident charts, assist in evaluation of programs; participate in care team meetings; assist in the entertainment and social activity programs. Will be responsible for ordering and maintaining residents' assistive devices and dealing with government representatives and vendors. Assist in the procedure of admitting residents; assist the nursing staff in the care of all residents. Duties as assigned under Emergency Preparedness Plan; attend all mandatory in-service training; maintain professional relations with residents, families, the public and fellow staff; all influenza vaccine/outbreak protocols must be followed on a yearly basis. Perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus a two (2) year post secondary degree from a University or Community College Diploma in recreation and leisure studies, therapeutic recreation, kinesiology or other related field in Gerontology or Ontario Ministry of Education equivalencies;
- Must have over six (6) months experience in the long term health care field with knowledge of exercise programs and routines related to the elderly;
- 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 multidisciplinary care 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;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act.
- Must be willing to complete a yearly defensive driving course;
- Should be familiar with the Microsoft Suite of Products such as Word, Outlook, etc.

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 17, 2012