

POSITION: GENERAL STAFF**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: 543197
POSITION #:
GRADE/CLASS: 0.11
SALARY RANGE: \$24.36 to \$28.66 per hour (2012)
HOURS PER WEEK: 40.00

DUTIES:

Reporting to the Manager of Program Services or designate to perform all necessary duties of the following positions as needed, Nursing, Laundry, Kitchen, Caretaker, Housekeeping and Storekeeper. Specific duties under the direction of the respective staff Supervisor include personal care of residents, food preparation and serving meals, operation of laundry equipment, household, kitchen and nursing cleaning tasks. 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; Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have a Personal Support Worker Certificate from a Community College in accordance with the Long Term Care Homes Act, 2007, (LTCHA), Reg 79/10 or have successfully completed first year standing in a registered Nursing program;
- Must have over three (3) months experience dealing with the public, particularly the elderly
- Must be able to complete assigned duties with minimum supervision
- Must be patient, respectful and gentle in dealing with the elderly and must maintain good relations with residents, staff and public
- Certification as RPN acceptable;
- Must be physically capable of performing the duties of the position;
- Must have a good working knowledge of institutional cleaning practices and infection control protocols;
- Previous institutional experience would be considered 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 "has successfully completed a Personal Support Worker Program that meets the standards established by the Ministry of Training, Colleges, and Universities.

POSTING SPECIFICS:

- Posting Period:**
- , 2012 at 8:30 AM to , 2012 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 March 8, 2012