

POSITION: RESIDENT SERVICES ASSISTANT**JOB POSTING #:****DEPARTMENT:** Huron Lodge**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543400**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.12**SHIFT WORK REQ'D:** Yes**SALARY RANGE:** \$24.31 TO \$28.58 per hour**HOURS PER WEEK:** 40.00**DUTIES:**

Under the direction of the Manager of Resident Services to assist in the encouragement of residents to participate in activities and to work as the Volunteer Coordinator for Huron Lodge. Will be responsible to assist with the preparation of updating and maintaining the volunteer policies and procedures based on government regulation changes; is the initial contact for volunteer inquiries and will screen potential volunteers, including interviewing, issuing Police Records Check forms, training and providing functional supervision, such as evaluations, and scheduling of work; maintains statistical reports of volunteer hours and confidential documents including reports in volunteers' files; will shop for and maintain program supplies for volunteers; provides input on attendance program (Gold Care Program) volunteer service to residents according to Ministry requirements; maintains quarterly activation assessments as according to Ministry requirements; completes assessments on the needs of the residents (types of programs, events); assists with the activation and activities throughout the Long Term Care facility; will be responsible to drive the Huron Lodge bus for resident outings; Performs 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 two (2) year's post secondary education from a Community College or University in Volunteer Management and Restorative Care Programs or Ontario Ministry of Education equivalencies
- Must have over one (1) year experience in the long term health care field in a gerontology setting.
- Must have experience with the Microsoft Suite of Products, specifically, Word, Excel and Outlook.
- Must hold and maintain a current valid and lawful Class F driver's licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle (Huron Lodge Bus).
- Must be able to complete assigned duties with minimal supervision.
- Must be patient, respectful and gentle in dealing with the elderly and must maintain good relations with residents, staff and the public.
- Must have excellent written and verbal communication skills.
- Should be a mature person who can demonstrate a sensitivity to resident needs and who has a good understanding of long-term care programs and related legislation.
- Current Heartsaver Certificate and First Aid Certificate deemed an asset.
- Proven commitment to ongoing professional development considered an asset.
- Related community and volunteer experience a definite 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 18, 2012