



# Employment

## Internal Job Opportunity

POSITION: ARTS & CRAFTS ASSISTANT		JOB POSTING #:	
DEPARTMENT:	Huron Lodge	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543542
POSTING STATUS:	Regular Full-Time	POSITION #:	
# OF POSITIONS:	1	GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	Yes	SALARY RANGE:	\$23.01 To \$27.04 per hour
		HOURS PER WEEK:	40.00

**DUTIES:**

Under the direction of the Manager of Resident Services, will assist in teaching and encouraging residents to participate in crafts such as crocheting, sewing, quilting, dough art, painting, shell work, woodworking, etc. in the craft room, activity room and/or residents' rooms for personalized craft programs. Assists in originating and designing patterns by devising aids to accommodate residents' who may have some form of restrictions which would cause them inability to perform crafts. Will also assist in maintaining petty cash for craft stock and the purchasing of supplies. Assists in maintaining the craft room which will take residents accommodation needs into consideration. Assists with preparing forms and inventory on a monthly basis. Assists with written reports and histories on residents engaged in these activities for use with reporting to the Ministry of Health. Assists with 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 plus a (2) year post-secondary diploma or degree in recreation and leisure studies, therapeutic recreation, kinesiology 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

**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



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