

JOB DESCRIPTION

POSITION:	RESIDENT SERVICES ASSISTANT		
DEPARTMENT:	Huron Lodge	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543400
HOURS OF WORK:	40	GRADE/CLASS:	0.12
SHIFT WORK REQ'D:	Yes		

DUTIES:

Reporting to the Manager of Resident Services, this position will be responsible 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. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years of post-secondary education from a Community College in Volunteer Management & Restorative Care Programs, Recreation & Leisure Studies, Therapeutic Recreation, Kinesiology or related discipline (i.e. programs related to Gerontological Recreation) or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in the Long-Term Healthcare field in a gerontology setting;
- 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 and must provide a driver's abstract as a condition of employment;
- Must have experience with the Microsoft Suite of Products, specifically, Word, Excel and Outlook;
- 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 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 will be deemed an asset;
- Proven commitment to ongoing professional development is considered an asset;
- Related community and volunteer experience is a definite asset;
- The physical demands analysis associated with this job indicates a light level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.