



## Evening Attendant (Elderly Person's Housing)

**Permanent | Part time (0.43 EFT) | Evenings (7:45-12:30am)**

The Evening Attendant assists tenants with life management skills that will enable the individuals to remain independent in the community.

### Qualifications:

- ❖ Grade 12 education, Manitoba standards, required;
- ❖ Preference for prior housekeeping experience in the healthcare or hospitality services;
- ❖ Excellent command of the English language (both oral and written); 2<sup>nd</sup> language an asset;
- ❖ Ability to perform all tasks and responsibilities relevant to duties of the position;
- ❖ Ability to follow directions promptly and efficiently;
- ❖ Ability to work cooperatively and collaboratively with team members;
- ❖ Exceptional customer service skills with a demonstrated understanding of person-centred care;
- ❖ Experience working with seniors; working in seniors housing or health related field an asset;
- ❖ Ability to work independently and as a member of the team;
- ❖ Ability to respond in emergency situations and make responsible, common sense decisions;
- ❖ Ability to problem solve and prioritize workload;
- ❖ Must be physically able to meet the demands of the position.

### Responsibilities:

- ❖ Review daily communication notes immediately upon arriving on shift;
- ❖ Respond to specific concerns of tenants;
- ❖ Responsible to carry cell-phone and respond to emergency calls;
- ❖ Make the appropriate referrals to Tenant Resource Coordinator
- ❖ Communicate with tenant and families as appropriate;
- ❖ Hourly rounds throughout building as scheduled by Tenant Resource Coordinator;
- ❖ Help with garbage removal and recycling for those tenants that need assistance;
- ❖ Stay with tenants until family or ambulance/stretchers service arrives;
- ❖ Deal with non-medical emergencies;
- ❖ Light housekeeping and dining room set-up as directed by Tenant Resource Coordinator;
- ❖ Provide data to the Tenant Resource Coordinator for completion of statistical reports as required by the WRHA;
- ❖ Complete maintenance requests on behalf of the tenants for submission to the appropriate department;
- ❖ Report and/or document tenant services issues to the Tenant Resource Coordinator;
- ❖ Attends meetings/in-services as appropriate.

As a condition of employment, a current Criminal Record Certificate, a Mantoux test and an Adult Abuse Registry is required within three weeks of hire date.

**Submit resume to:** Human Resources at [Career@donwoodmanor.org](mailto:Career@donwoodmanor.org)

**Closing date: 0900 on Monday, May 9, 2022**

May 2, 2022