



## **SSGL (Serving Seniors in Group Living) #4**

**Elderly Person's Housing (EPH) – 165 Donwood Drive**

**Term | Part time (0.51 EFT) | Days and evenings**

Reporting to the Tenant Resource Coordinator, the SSGL will assist EPH 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;
- ❖ General skills and 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 and/or assist in emergency situations and make responsible, common sense decisions;
- ❖ Ability to problem solve and prioritize workload;
- ❖ Must be in good health, and physically able to meet the demands of the position.

### **Responsibilities:**

- ❖ Review daily communication notes and 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;
- ❖ Stay with tenants until family or ambulance/stretchers service arrives;
- ❖ Deal with non-medical emergencies;
- ❖ 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 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 hours on Friday, November 11, 2022, open until filled**

November 4, 2022