



## Night Attendant #1

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

**Permanent | Part time | Nights (12:30 – 8:30)**

Reporting to the Tenant Resource Coordinator, the EPH Service Attendant (Evening and Nights) 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 & 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/assist in emergency situations & 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 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;
- ❖ Rounds throughout building as scheduled by Tenant Resource Coordinator;
- ❖ 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 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 Thursday, January 25, 2024**

January 18, 2024