



Evening Attendant #1

Elderly Person's Housing – 165 Donwood Drive

Permanent | Part time (0.44 EFT) | 7:45pm – 12:30am

Reporting to the Tenant Resource Coordinator, the Evening Attendant will assist EPH Tenants with life management skills that will enable the individuals to remain independent in the community. The EPH Service Attendants collaborate with SSGL (Supports to Seniors in Group Living) staff and the Tenant Resource Coordinator to provide optimal customer service to tenants.

Qualifications:

- Previous experience working in seniors housing or health related field an asset
- Demonstrated ability to work independently and in a team environment
- Able to meet the physical requirements of the position
- Strong communication skills
- Knowledge and ability to respond and/or assist in emergency situations and problem solve while prioritizing work flow

Responsibilities:

Person-Centered Work Practices:

- ❖ 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.

Disability accommodations are available upon request during the assessment and selection process.

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

Closing date: open until filled

Reposted Oct 8, 2024