

## DOM LIPA JOB POSTING

Date of Posting: September 18, 2017

Code: Activation

Department: Activity

Position: **Part-time, Retirement Activation Attendant**

Hours/Shift: **35 hours/2 weeks, 2:00 PM – 7:00 PM**

Week 1: Wednesday 2:00 – 7:00 PM, Thursday 2:00 – 7:00 PM, Friday 2:00 – 7:00 PM

Week 2: Monday 2:00 – 7:00 PM, Tuesday 2:00 – 7:00 PM, Saturday 2:00 – 7:00 PM, Sunday 2:00-7:00pm

**OR**

Week 1: Monday 2:00 – 7:00 PM, Tuesday 2:00 – 7:00 PM, Saturday 2:00 – 7:00 PM, Sunday 2:00-7:00 pm

Week 2: Wednesday 2:00 – 7:00 PM, Thursday 2:00 – 7:00 PM, Friday 2:00 – 7:00 PM

Classification: **Part-time, permanent.**

**Reports to Activation Coordinator**

### **REQUIREMENTS:**

- Post- secondary school diploma in a related field
- Minimum (3) year(s) of experience as an activity aide in a retirement home setting
- Food Handlers Certificate from Toronto Public Health
- Knowledge of Occupational Health and Safety Act, WHMIS, the Sanitation code and the legislation related to this work.
- Current CPR certification required
- Must work in compliance with the standards of the Ministry of Health Long Term Care and Retirement Homes Act
- A well-defined sense of customer service, diplomacy and people management skills
- Computer literacy skills, including MS Word, Excel and e-mail required
- Excellent teamwork and team building skills
- Ability to safely lift heavy items
- High degree of resourcefulness, flexibility, and adaptability
- Able to effectively communicate both verbally and in writing
- Culturally sensitive and able to speak Slovenian an asset.
- Strong morals and ethics, along with a commitment to privacy
- A strong sense of compassion and patience working with seniors.
- Ability and willingness to provide a service that enhances the dignity and respects the cultural and racial diversity of our residents.

### **JOB RESPONSIBILITY:**

- Provide ideas to Activation Coordinator on new programs or activities that can be implemented
- Assist residents in attending and participating in activities
- Ensure the safety of all residents inside and outside our facility
- Follow all organizational policies and procedures
- Modify activities to suit the individual capabilities of residents
- Intermittent physical activity including walking, standing, sitting, lifting and supporting residents
- Interacts with residents, family members, staff and government agencies
- Other duties as per job descriptions and routines.