

JOB DESCRIPTION

POSITION:	ADJUVANT		
DEPARTMENT:	Huron Lodge	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543193
HOURS OF WORK:	40	GRADE/CLASS:	0.13
SHIFT WORK REQ'D:	Yes		

DUTIES:

Reporting to the Manager of Resident Services, this position will be responsible for assisting frail and physically compromised residents to maintain optimum physical, mental and social functioning by providing varied and adapted activities; responsible to ensure restorative, therapeutic routines prescribed by the Medical Director or Physiotherapist are carried out; design and provide both individual and group activities to meet the physical and mental abilities of each resident. Program must encourage independence in self-care, preserve, extend and perpetuate residents' pattern of preferred activities; promote and maintain physical mobility and function and offer opportunities for social interaction. Prepare written activation and spiritual care plans and document on resident charts, assist in evaluation of programs; participate in care team meetings; assist in entertainment and social activity programs. Will be responsible to assist with various bus trips for the residents including operation of the Huron Lodge bus for trips and outings. Will be responsible for ordering and maintaining residents' assistive devices and dealing with government representatives and vendors. Assist in the procedure of admitting residents and assist the nursing staff in the care of all residents. Duties as assigned under Emergency Preparedness Plan; attend all mandatory in-service training; maintain professional relations with residents, families, the public and fellow staff; all influenza vaccine/outbreak protocols must be followed on a yearly basis. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a two (2) year post-secondary Diploma from a Community College in Recreation and Leisure studies, Therapeutic Recreation, Kinesiology or other related discipline in Gerontology or Ontario Ministry of Education equivalencies;
- Must have over six (6) months of experience in the Long-term Healthcare field with knowledge of exercise programs and routines related to the elderly;
- Must hold and maintain a current, valid and lawful Class 'F' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and must provide a driver's abstract as a condition of employment;
- Must be patient, understanding, and gentle when dealing with residents;
- Must have knowledge of the functional capabilities of residents afflicted by dementia, strokes, psychiatric problems, etc;
- Must be able to establish effective working relationships with residents, visitors, staff and volunteers;
- Must be able to work as a member of a multidisciplinary care team;
- Must possess good communication skills, organizational and interpersonal skills and have the ability to communicate with the elderly;
- Must have initiative and ability to work with minimal direction;
- Must be willing to complete a yearly defensive driving course;
- Should be familiar with the Microsoft Suite of Products such as Word, Outlook, etc;
- The physical demands analysis associated with this job indicates a light level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.