

Casual Evening Coordinator: Part Time Position

Wages: \$25.18

As per collective agreement

Hours: 4:00 p.m. - 11:00 p.m.

Days: Casual as needed

Responsible To: The Casual Evening Coordinator

- Responds immediately and appropriately to all resident emergencies
- Has overall responsibility for staff, building, safety and well-being of owners while on shift
- Co-ordinates and Oversees in service delivery in the dining room for the evening meal in conjunction with kitchen staff.
- Trains and supervises meal service employees.
- Provides accurate and appropriate referral and support services to owners and their families in conjunction with staff.
- Monitors the well-being of all owners
- Monitors the use of ERS in the building while on shift.
- Conducts regular security checks
- Assists with various work processing and office routines
- Receives and secures financial and other paperwork from residents on behalf of the House Manager
- Provides regular social programming in consultation with the residents
- Acquires and maintains a working knowledge of building systems and procedures
- Develops and supports a sense of community within the building
- Assists with common area cleaning and laundry services
- Maintains resident and staff confidentiality
- Ensures dining room operation adheres to government regulations and Food Safe practices
- Performs all work within the standards and philosophy of Nova Pacific Care Inc.

Qualifications:

Specific

- Grade 12 graduate
- Experience in working with older adults
- Knowledge of building management
- Current CPR and First Aid (Adult Residential or equivalent)
- Working knowledge of computers and Word processing

General

- Team Member
- Flexible
- Motivated and enthusiastic
- Responsible
- Able to work independently
- Attentive to detail
- Friendly and approachable
- Good communicator

Starting Wage: as per Collective Agreement

Benefits: as per Collective Agreement

Hours & Days: Casual as needed 4:00 p.m. - 11:00 p.m.