

LICENSED PRACTICAL NURSE

LPNs are responsible for assisting in planning, coordinating and providing nursing services that best meet the needs of the residents (ie: administering medication including dressings, treatments, and ordering of medication)

Minimum Qualifications:

- Currently registered The College of Licensed Practical Nurses of Nova Scotia
- Comprehensive knowledge of health care practices, including courses in Long Term Care, Home Care and Pharmacology
- Experience as an LPN and the ability to perform the physical duties of an LPN.
- Ability to relate to elderly persons showing courtesy and understanding
- Strong communication and listening skills

Physical Requirements

- Lifting alone, maximum 1 – 20 lbs.
- Pushing / pulling used wheeled equipment such as med cart up to 25 lbs.
- Stretching / reaching on a regular basis
- Standing with intermittent walking (stairs) for majority of shift
- Bending / stooping on an intermittent basis.

Hours of Work: Various 12 hour shifts; Days, Evenings, Nights
Must be available to work weekends and holidays

PERSONAL CARE WORKER

PCWs are responsible for providing personal care to residents such as aiding in ambulation, bathing, personal hygiene, dressing/undressing, preparing snacks and/or assisting in feeding the resident, if required; performing routine housekeeping duties such as laundry, washing dishes, or making beds; companionship.

Minimum Qualifications:

- Experience in Personal Care Work and the ability to perform the physical duties
- CCA certification and/or courses in Personal Care would be an asset
- Ability to relate to elderly persons showing courtesy and understanding
- Strong communication and listening skills

Physical Requirements

- Lifting alone, maximum 1 – 20 lbs.
- Stretching / reaching on a regular basis
- Standing with intermittent walking
- Bending / stooping on an intermittent basis

Hours of Work: Varies
Must be available to work weekends and holidays

RECEPTION

Receptionists are responsible for greeting people, directing visitors, answering and forwarding telephone calls, taking messages, and performing other related duties.

Minimum Qualifications:

- Completion of secondary school is usually required
- Strong oral communication skills and ability to work well with others or as part of a team
- Understanding and empathy toward elderly persons and their families
- Knowledge and Skills of Microsoft office would be an asset

Hours of Work: Various 4- 8 hour shifts
Must be available to work weekends and holidays

HOUSEKEEPING

Housekeepers are responsible for ensuring exemplary service, ensuring a high level of cleanliness throughout residents' suites and the building, in a courteous and efficient manner. Specific duties include, but are not limited to:

- Changing bed linens and towels
- Replenishing paper supplies and soap in public washrooms and common areas
- Cleaning and sanitizing bathrooms including fixtures, tiles, floors, vanities and mirrors
- Collecting refuse from residents' suites and common kitchen areas
- Housecleaning suites vacated by resident and preparing suites for new residents
- Vacuuming and mopping floors, Spot cleaning of carpets as necessary
- Washing curtains and linens

Minimum Qualifications:

- Experience working in a retirement residence or hotel setting
- Experience in housekeeping routines and use of equipment
- Ability to relate to elderly persons showing courtesy and understanding
- Ability to speak, read, and write English
- WHMIS knowledge an asset

Physical Requirements

- Lifting alone, maximum 1 – 20 lbs.
- Pushing / pulling used wheeled equipment such as carts up to 50 lbs.
- Stretching / reaching on a regular basis
- Standing with intermittent walking (stairs) for majority of 7 hour shift
- Bending / stooping on an intermittent basis.

Hours of Work: 7 hour day shifts / 35 hours per week
Must be available to work weekends and holidays

WAIT STAFF

Wait Staff are responsible for ensuring food is served to the residents in an efficient and courteous manner.

Minimum Qualifications:

- Experience working in a retirement residence or hotel setting is an asset
- Waitress experience
- Ability to relate to elderly persons showing courtesy and understanding
- Excellent communication and listening skills

Hours of Work:

3 - 8 hour shifts
Must be available to work weekends and holidays

COOK

Cooks are responsible for preparing and serving appealing meals in a safe and attractive manner while using cost-effective practices.

Minimum Qualifications:

- Red Seal Certificate, completion of a training program from a recognized institution, or equivalent experience
- Must demonstrate a creative flair for food preparation and presentation.
- Must be knowledgeable of the Nova Scotia Food Premises Regulations and Canada's Guide to Healthy Eating.
- Must be knowledgeable of special and therapeutic diets
- Must be an effective team player who works well with others
- Must be able to work and communicate effectively with staff / residents

Physical Requirements

- Lifting alone, maximum 1 – 20 lbs.
- Lifting with assistance 20 – 120 lbs.
- Pushing / pulling used wheeled equipment such as carts / trolleys with contents up to 50 lbs.
- Stretching / reaching on a regular basis
- Standing with intermittent walking (stairs) for majority of 13-hour shift
- Bending / stooping on an intermittent basis.

Hours of Work:

Various 12 and 8 hour shifts
Must be available to work weekends and holidays