

# Date: December 12, 2020

**Job Title: Night Time Attendant Reports to: Maintenance Manager**

**Introduction:**

Emmanuel Home is an independent/assisted living home for seniors under the direction of the non-profit Christian Senior Citizens Homes Society of Northern Alberta, since 1968. Our mission is to provide a Christian environment that is safe and comfortable so seniors can live with dignity. In providing services and supports to our residents, we are guided by our core values: Integrity, Caring, and Excellence.

# Summary of Responsibilities:

The Maintenance Department at Emmanuel Home, under the supervision of the Director of Operations and the Maintenance Manager, has the overall responsibility to ensure that the facility is safe, and maintained in excellent condition, both inside and out, according to the standards set by the Supportive Living and Home Living programs of Alberta Health Services.

# Scope of Work:

Along with the Homecare Staff, the successful candidate will be monitoring the building inside and out during the night. In Addition, they will require being adept at completing minor maintenance and repair projects, and seasonal work as needed. The candidate will have excellent inter-personal skills, be organized and professional, and able to work on their own.

# Hours of Work:

Night Shift

# Core Competencies:

* Accountability and Dependability
* Independent Worker
* Clear Communication & Teamwork
* Ethics and Integrity

# Responsibilities and Duties:

* Frequent interior and exterior patrols.
* Deter and respond to incidents on property, calling professional enforcement as needed.
* Maintain a presence to ensure the safety and security of all persons on site
* Respond to various types of emergencies (fire alarms/elevator entrapments/medical emergencies) under the direction of the Lead LPN
* Complete reports and memo book entries on a regular basis
* Complete minor maintenance and repair projects as assigned
* Remove waste and recycling from the building storage rooms as directed, if needed.
* Assist with seasonal maintenance around the property as needed (i.e. Grounds keeping, lawn maintenance, snow removal)
* Assist with any other task, as needed, under the direction of the Maintenance Manager

# Qualifications

* Professional Image
* Effective communication, interpersonal and organizational skills
* Must have a valid Alberta Class 5 Driver’s License
* Must be able to lift up to 75 pounds
* CPR certification
* Basic proficiency in mechanical, electrical, and plumbing an asset, but not required
* Competency in computer usage; familiarity with relevant Microsoft Office software
* Ability to work with sensitivity to the diverse perspectives of individual clients and community service providers while meeting the objectives and targets of Emmanuel Home

# Notes:

* Successful candidate must complete Criminal Record Check prior to employment

# Salary Range:

* **Position:** Part-time position available, dependant on applicants. Competitive hourly wage commensurate with experience.
* **Start Date:** Immediate

**Closing Date:** Job posting will remain open until suitable candidate is found.

* **For more information or to apply** send resume with two references and cover letter to:

 Laura Pothoven, Director of Operations,**lpothoven@emmanuelhome.ca**

*We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.*