

Independent Living Assistant

We are seeking a dynamic and innovative individual to step into our open **Independent Living Assistant** role in our Supportive Housing Program, who will work enthusiastically in a client and family centered and comprehensive services environment that meets client needs.

Key Role Duties:

- Helps tenants organize and utilize the services in an effective and appropriate manner
- Assists the Community Programs Manager and the Community Programs Supervisor to ensure the tenants obtain the services they require (as outlined in the Tenant Service Contract Agreement)
- Maintains good communications amongst the Community Program Manager, all Community Program Supervisor, and staff employed at Copernicus Lodge, Tenants, and Family verbally
- Maintains a positive image of Copernicus Lodge within the community
- Reports and deal with conflicts as they arise in an appropriate, professional manner
- Holds in confidence all information about a Tenant or household for which they are privy
- Adheres to the schedule given and take all appropriate actions when it is impossible to work the hours, which have been assigned
- Any other duties as assigned by the Community Program Manager and/or Community Program Supervisor

Qualifications:

- Personal Support Worker Certificate
- Must have experience in the community setting /supportive housing
- 6 months previous experience in providing assistance with activities of daily living for the elderly required
- Fluency in English. Knowledge of Polish in an asset
- Sensitivity to the needs of persons who are physically and cognitively impaired
- Ability to maintain confidentiality in respect to the privacy of persons worked with is essential
- Ability to physically provide support services as contracted and directed with the tenant
- Be courteous/punctual/flexible in dealings with the tenants and family
- Genuine interest to care for the elderly
- Dependable and Reliable.
- Good Communication Skills.

Successful candidates hired to work within Copernicus Lodge in this role are required to provide the following information as a Condition of employment:

- Vulnerable Sector Check;
- Proof of Covid-19 Full Immunization
- TB Skin Testing;
- Covid-19 Testing.

Please submit your cover letter and resume to Human Resources of Copernicus Lodge via email to resumes@copernicuslodge.com .

Only those candidates selected for an interview will be contacted. If you have any accessibility requirements, please advise Human Resources during the recruitment and selection process. We will work with you to best meet your needs as per resources available to us.

Job type: Permanent Part-Time, Casual