

# UKRAINIAN CANADIAN CARE CENTRE

60 Richview Rd., Etobicoke, Ontario M9A 5E4 Phone # 416 243 7653 Fax # 416 243 7452

## JOB OPENING

**Position: Visits Attendant**

**Status: Temporary - Casual**

**Date posted: August 27, 2021**

### **Job Summary:**

The Visits Attendant will work closely with residents, families and staff to support the visitation program at the Ukrainian Canadian Care Centre within the COVID-19 Pandemic Emergency directives, rules and regulations for the Long Term Care Homes as directed by the Ministry of Health, Toronto Public Health and other authorities.

### **Tasks and Responsibilities:**

You will report to the Director of the department and be responsible for a range of activities including:

- Coordination and facilitation of the visitation program with essential caregivers, essential visitors and families and residents of the Home
- Scheduling of residents visits, educating visitors of the requirements for visits
- Portering of residents to and from scheduled visits,
- 1:1 visitation for social interaction,
- Assistance with telephone calls/virtual communication visits with families,
- Administrative and clerical work as well as data entry as required
- Follow the PPE procedures in place and the Occupational Health and Safety Act in all job duties

The successful applicant will possess:

- Knowledge and experience with MS Word, Excel, PowerPoint, etc.
- Knowledge and experience with the use of tablets and cell phones to connect and facilitate virtual calls using Zoom, Whatsapp and Facetime.
- Excellent communication and computer skills (including Microsoft Applications)
- Good Organizational and time management skills
- General knowledge of Occupational Health and Safety

Interested candidates may submit their resume with letter of interest by fax, e-mail to: Human Resources: 60 Richview Rd., Etobicoke, ON M9A 5E4

Fax #: 416 243 7452, [ballende@stdemetrius.ca](mailto:ballende@stdemetrius.ca)

For more information about the Ukrainian Canadian Care Centre, please visit [www.stdemetrius.ca](http://www.stdemetrius.ca)

**This position is available to start immediately**

**Please Note: The selected candidate will be required to be fully vaccinated against Covid-19**