



**PERSONAL CARE ATTENDANT
Richview Manor Retirement Living**

Candidates are invited to apply for the Part-Time position of Personal Care Attendant to work at our managed retirement home located in Maple, Ontario.

Reporting to the registered staff, the PCA is to provide personal care as outlined in the resident's care plan following UniversalCare policies/procedures, Resident's Rights, the Retirement Home Act and Retirement Homes Regulatory Authority.

RESPONSIBILITIES

- Activities of daily living such as bathing, grooming, dressing, toileting, eating, transferring residents.

COMPETENCIES

- Completion of the PCA Certification Program,
- Experience working in a retirement home setting or equivalent,
- Ability to read, write and communicate effectively in English (second language is an asset),
- Ability to work effectively with others while prioritizing tasks to handle the most urgent first
- Ability to present information clearly and effectively both verbally, and in writing; an active listener who projects a friendly demeanor.
- Ability to work effectively within a variety of stressful situations and challenges, and with various individuals or groups.
- Customer-focused attitude, with the ability to understand, anticipate and identify customer needs while using information to provide the best-individualized service.
- Proven integrity through open and honest interactions with colleagues and encourages active participation and commitment from others in the pursuit of common goals; understand roles, set expectations, share information, and build consensus.
- Proven experience in taking personal responsibility for seeking information from various sources.
- Superb organization, planning, time management and multi-tasking skills.
- Internal applicants must demonstrate excellent performance and attendance a mandatory

CLOSING DATE

Interested applicants may forward their resume in confidence to the attention of:

Magdalena Di Maria
10500 Dufferin Street
Maple, Ontario L6A 4R1
mdimaria@richviewmanor.com
Fax: (905) 585-5555

**We thank all applicants and will only communicate with those
Candidates that will be interviewed.**