Lindenwood
Retirement Living

Universal Worker (Weekends)

Lindenwood Retirement Living provides housing, recreation, and social services to Seniors in a caring Christian Environment. We place value on serving with compassion, embracing independence, fostering connection, and leading innovation. We are committed to a culture that fosters teamwork, innovation, and creativity.

We are currently seeking a part time Universal Worker to join our team. Our Universal Worker is a new position that works within multiple departments to provide care and services to our Residents. You will receive training in Reception, Facilities (minor maintenance and housekeeping), as well as Resident Care (training as an Uncertified Health Care Aide)

Shifts are on Saturday and Sunday from 7am to 3pm, with the ability to pick up more as needed

What you will do:

Administration:

- Welcoming and greeting resident, family, and other visitors
- Answer and direct calls and respond to inquiries
- Document maintenance requests
- Respond to residents' concerns and assist as needed

Facilities:

- Assist with snow clearing and minor maintenance requests including plugged toilets, changing smoke alarm batteries, etc.
- Complete daily garbage pick up and perform wellness checks on residents who miss scheduled set out times
- Clean common areas, washrooms, etc as assigned
- Cleanup spills or messes in the case of a health or building emergency
- Act as Chief Fire Warden in any fire alarm situations

Resident Care:

- Train as an Uncertified Health Care Aide
- Respond to medical emergencies and ensure accurate reporting of the incident, as well as reporting on resident issues as they arise.
- Perform wellness check on residents as directed by the Resident Care Director

Work Life at Lindenwood:

- Discounted meals on site
- Chaplin on site
- On-site social committee

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- On-site Staff Education Opportunities for growth and development
- Plug in parking in the winter

What you will offer:

- Experience working with seniors is an asset
- Excellent communication skills with the ability to communicate effectively in English at all times (speaking, writing, understanding)
- Experience with Microsoft Office including Outlook, Word, and Excel
- Ability to work independently and take initiative
- Ability to assess situations and make appropriate decisions
- The willingness and desire to serve and enhance the lives of residents in multiple departments and roles.

Salary: $17.61-19.39 depending on experience

Please send resume with cover letter to Ashley Hibbs, ahibbs@lindenwood.ca