



E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a General Care Worker eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people-helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Meadow's Place, General Care Worker (Full-Time)

Job Purpose

The General Care Worker at Meadows Place is responsible for ensuring the overall safety and care of the residents. This position is responsible for cover when staff take time off.

Duties and Responsibilities

- Ensures compliance to Program and Human Resource Policies and Practices.
- Assist Resident in actively drawing out residents' hidden talents or interests, as opportunities arise.
- To maintain a safe healthy living environment
- Maintain general supervision and communication with residents.
- Attend to distressed residents and mediate disputes, as required
- Monitor and record client medications
- Supervises main meal preparations when needed
- Supervises housekeeping functions when needed
- Oversee menu planning and food purchases in absence of coordinator
- Collection rent in absence of coordinator
- Maintain Client files
- Scheduling and Performance of Fall cleaning
- Cleaning when there are move outs
- Holiday baking / Decorating
- Occasional weekends & on call hours

Qualifications

Preferred:

- Some post-secondary training in a Human Service field or 2 years related work experience
- Understanding of mental health issues, poverty and addictions
- Excellent interpersonal and communication skills
- Current Security Clearance.
- Current Standard First Aid and CPR and Suicide Intervention Training.
- Valid Drivers License.
- Broad knowledge base on mental health issues, homelessness, addiction, abuse, aboriginal and other cultures, and inner city communities.
- Ability to work independently

Working Conditions

This position is a permanent full-time position Monday - Friday with a starting wage of \$ 14.87 per hour, plus benefits must have flexibility to cover all shifts and be available for On Call rotation. Shift work; Days / Afternoons / Evenings.

Please send resumes to Pearl Robinson at: probinson@e4calberta.org or fax to 425 -3799 by June 30, 2008. No phone calls please.

Unless otherwise indicated, applicants will be considered for other positions within E4C.