

APPLICATION FOR EMPLOYMENT

COUNTY OF STETTTLER HOUSING AUTHORITY

Heart Haven Lodge - Willow Creek Lodge - Paragon Place

Human Resources Office: 6011 – 50 Avenue, Stettler, AB T4K 0B3

Phone: (403) 742-9220 Fax: (403) 742-9221 Email: elaine@stettlerhousing.com

For prompt consideration, form should be completely filled in.

Notify us of all telephone and address changes. If you cannot be reached, application will be withdrawn. This application is valid for 90 days only, but may be renewed upon request.

Are you legally entitled to work in Canada? Yes ___ No ___

Are you 18 years of age or older? Yes ___ No ___

Date of Application _____ Position Applied for _____

Full time _____ Part time _____ Casual _____

Date Available _____

Personal Information

Last Name _____ First _____ Middle _____

Address _____ City _____ Province _____ Postal Code _____

Contact Phone Number/s Home: _____ Cell: _____

Email address: _____

Have you previously been employed by the County of Stettler Housing Authority?

Yes ___ No ___ If "Yes", when? _____

Are you available for: **Evening Shifts?** Yes ___ No ___ **Night Shifts?** Yes ___ No ___

Stat Holidays? Yes ___ No ___ **Weekends?** Yes ___ No ___

Educational Information

Please include all applicable information:

	Name and Location	Grade, Diploma or Degree Awarded	Year
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High School	_____	_____	_____
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Specialized Training	_____	_____	_____
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Technical Institute	_____	_____	_____
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Other Related Education	_____	_____	_____
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After you have completed your application for employment, you will be considered for vacancies (if any exist) for which you are qualified and you will be contacted as required.

Criminal Record Check

Is there any reason that you would not be able to obtain a **Criminal Record Check** Yes ___ No ___

Prior to employment, you will be asked to submit a **Criminal Record Check** as required by Section 5(3) of the Protection for Persons in Care Act.

PLEASE COMPLETE THE OTHER SIDE OF THIS FORM.

Previous Employment

List positions starting with most recent:

Name of Employer _____

Address of Employer _____ Phone Number _____

Reason for Leaving _____

Employment Term (Start - Finish) _____

Your Position and Duties _____

Name of Employer _____

Address of Employer _____ Phone Number _____

Reason for Leaving _____

Employment Term (Start - Finish) _____

Your Position and Duties _____

Name of Employer _____

Address of Employer _____ Phone Number _____

Reason for Leaving _____

Employment Term (Start - Finish) _____

Your Position and Duties _____

Work-related References

Name _____ Phone Number _____

Name _____ Phone Number _____

Name _____ Phone Number _____

Additional Information _____

I declare the forgoing information to be true and complete to the best of my knowledge and understand that any misrepresentation or omission may result in my dismissal if I am employed.

I do _____ do not _____ give permission to contact previous employers and references as listed.

Signature _____ Date _____

**COUNTY OF STETTLER HOUSING AUTHORITY
JOB DESCRIPTION**

Position Title - Aide

Revised: October 2018

1. **Reports to:**
 - The appropriate Department Head or designate in the facility where duties are being performed.
 2. **Qualifications:**
 - Grade 12; equivalencies may be considered
 - Current and acceptable Criminal Record Check
 - Valid Emergency First Aid/CPR Certification
 - Current WHMIS Certificate
 - Previous experience in the hospitality/seniors' industry
 - Valid Food Safe Certification or equivalent, to be updated as required (Food Services)
 3. **Required skills, experience, knowledge, education:**
 - Good verbal and written communication skills
 - Sincere desire to work with seniors
 - Strong team player
 - Strong work ethic to ensure high quality services are provided to residents / tenants
 - Maintain adequate fitness level to work in a physically demanding job
 4. **Job Duties:**
 - Food Services**
 - Setting and stripping dining room tables and operating dish machine
 - Serving residents in the dining room
 - Cleaning & sanitation of food service preparation and common areas
 - Performing kitchen duties as job procedures require
 - Laundering of kitchen towels and aprons
 - Assisting with basic food preparations
 - Housekeeping Services**
 - Cleaning of resident rooms and common areas to provide a clean, sanitary, and safe environment
 - Performing housekeeping duties as job procedures require
 - Laundering of lodge bed linens and towels
- All staff including Night Staff, Food Services and Housekeeping Services – in addition to the above**
- Reporting resident, building, maintenance, & staff concerns to Department Head or designate. In absence of department head, report to Manager (or Manager On-Call), Maintenance (or Maintenance On-Call).
 - Responding to emergency situations
 - Assisting residents as required
 - Ensuring Supportive Living Accommodation Standards and Safety Standards are maintained or exceeded
 - Assisting with out-of-doors duties as required
 - Other related duties as assigned by the department head or designate

5. **Risk Management & Safety**

- Maintains a current knowledge of the appropriate Occupational Health and Safety regulations.
- Reports any personal safety challenges to supervisor.
- Participates in lodge Safety Programs (safety meetings, safety chats, on-site inspections)
- Attends all training and certification courses required for position (i.e. First Aid, WHMIS) or training assigned by management.
- Complete appropriate "Incident Report Form" for all Health and Safety incidents and reports "Near Misses"
- Encourages and contributes to a Harassment Free Environment (i.e. does not participate in gossip, is aware of how personal behavior affects others, treats everyone respectfully)
- Develops working knowledge of applicable work safe procedures and associated hazards.

6. **Job Demands:**

- walking, standing, climbing, crouching, kneeling, lifting (up to 25lbs), bending, carrying and reaching