

**EMPLOYMENT OPPORTUNITY**

**AT**  
**HavenGroup**

**RESIDENT ASSISTANT-REST HAVEN:** Open to all qualified applicants  
**POSTED:** April 10, 2025  
**POSITIONS AVAILABLE:** Casual positions  
**SHIFT LENGTH AND TIMES:** Variable shifts - 6:45am to 3:00pm, 6:45am to 1:00pm, 2:45pm to 11:00pm, 4:00pm to 9:30pm, 10:45pm to 7:00am  
**EFFECTIVE:** As soon as possible  
**POSITION NUMBER:** P4-392

**ACCOUNTABILITY:** Director of Resident Care

**POSITION PURPOSE:**

Reporting to the CRN / Registered / Psychiatric / Licensed Practical Nurse, the Resident Assistant is responsible and accountable for the delivery of direct care to the residents living in the small household.

The primary role of this position is to protect, nurture and sustain optimal health of residents by assisting with activities of daily living while promoting quality of life and dignity. The responsibility of the Resident Assistant is to provide residents with stimulating activities through DementiAbility practices, support and care for their nutritional needs, laundry and light housekeeping duties within the residents' home.

The incumbent will exercise appropriate judgment in the completion of their duties and action to be taken on unusual day-to-day matters. The position functions in a manner that is consistent with the philosophies, mission, vision and values, and the policies of HavenGroup.

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**QUALIFICATIONS:**

**EDUCATION/CERTIFICATION:**

- Grade XII education required
- Health Care Aide Certification from recognized program
- Certified Food Handler Certificate, or willing to obtain within one month of hire
- DementiAbility education, or willing to obtain by participating in HavenGroup's in-house DementiAbility education

**KNOWLEDGE REQUIRED:**

- Appropriate LTC standards

**EXPERIENCE REQUIRED:**

- A minimum of one year recent relevant experience preferred
- Experience working with an older adult population.

**SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Demonstrated compassionate, empathetic, and nurturing personality.
- Demonstrated ability and desire to care for the older adult population.
- Demonstrated ability to communicate to the residents, their families, and staff in a friendly and professional manner.
- Demonstrated ability to work independently as well as with others.
- Demonstrated ability to establish and maintain positive working relationships.
- Demonstrated ability to problem solve within the responsibilities of the position.
- Demonstrated ability to work under specified time constraints and in accordance with routines, while observing policies and procedures.
- Demonstrated flexibility in adjusting to a changing environment.
- Demonstrated flexibility to facilitate changes in techniques and procedures.
- Knowledge and understanding of Basic Computer Skills including Outlook/Email, and ability to adapt easily to online training programs.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Records Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.

Salary as per HavenGroup approved wage scales.

**HavenGroup offers comprehensive benefit packages that vary dependent on employee status that include:**

- Company Pension Plan
- Dental
- Extended Healthcare
- Group Life Insurance
- Disability and Rehabilitation
- Employee Assistance Program

For confidential consideration, please forward your resume to Angie Knudsen, Human Resource Officer at [aknudsen@havengroup.ca](mailto:aknudsen@havengroup.ca). Applications may also be submitted via the following link: <https://havengroup.ca/jobs>. This position will be posted until filled.

The successful applicant will be required to submit current copies of a Criminal Record Check, including Vulnerable Sector Query, an Adult Abuse Registry Check, and a Child Abuse Check, at their own expense, prior to the start date of employment (original copies required).

***We thank all of those who express interest in this position, however,  
only those invited for an interview will be contacted.***