

EMPLOYMENT OPPORTUNITY

AT

HavenGroup

COMPANION CARE AIDE: Open to all qualified applicants (internal/external)
POSTED: October 23, 2025
POSITION AVAILABLE: Casual
SHIFT LENGTH AND TIMES: Variable hours
SITE(S): HavenGroup owned/operated facilities
DEADLINE: October 30, 2025
POSITION NUMBER: P4-376

ACCOUNTABILITY: Tenant Resource Coordinator

JOB SUMMARY: Under the direction of the Tenant Resource Coordinator (designated), the Companion Care Aide is responsible for the provision of support to an individual or group of tenants needing assistance to enhance and manage their daily living skills in order to maintain themselves in their home. The position will carry out their responsibilities in accordance with the Mission, Vision and Values, policies and procedures of HavenGroup.

DUTIES & RESPONSIBILITIES:

1. Leadership Functions

- Assist in the evaluation of new and existing services.

2. Personnel Functions

- Communicate pertinent information to the Tenant Resource Coordinator.
- Attend departmental meetings as arranged or read minutes of the meetings.
- Participate in self and peer reviews and/or performance appraisals.
- Maintain work schedule.
- Fill out personnel forms, as required.
- Report any unsafe situation and/or incidents.

3. Companion Care Functions

- Assist in the assessment and making recommendations as to the tenant's needs, abilities and interests including but not limited to visitation, grocery shopping, cooking/baking, housekeeping and laundry.
 - Encourage independence and self empowerment when assisting tenants.
 - Maintain documentation or records of tenant activities as outlined by HavenGroup.
 - Report any changes in tenant's condition to the Tenant Resource Coordinator.
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QUALIFICATIONS:

EDUCATION/CERTIFICATION:

- Previous experience working with seniors and/or other vulnerable persons.

REQUIRED KNOWLEDGE:

- Understanding of aging in place and the continuum of care.
- Knowledge of the community and its resources.
- Awareness of policies dealing with abuse, confidentiality, conflict of interest, and safety event reporting.
- Basic Life Support (BLS) certification preferred.

EXPERIENCE REQUIRED:

- Volunteer/work experience with older adults and/or individuals with special needs.
- Ability to foster an environment which is conducive for tenants to participate in activities of daily living.
- Demonstrated flexibility to manage on-going change.

SKILLS/COMPETENCIES:

- Ability to establish and maintain good working relationships with tenants and families, personnel from other departments, the general public and community agencies.
- Team player with the ability to work independently with minimal supervision.
- Strong organizational skills and a willingness to work flexible hours.
- Mental and physical health to meet the demands of the position.
- Good communication skills, both verbal and written (English language).
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Complete and maintain a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check.
- Require a valid Class 5 driver's license and a road worthy vehicle with all-purpose insurance and a minimum \$2,000,000.00 liability insurance (travel within the area may be required).

Salary and job description available upon request

For confidential consideration, please forward your application to Angie Knudsen, Human Resource Officer at 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.***