

## RESIDENTIAL WORKER

Maitland B. Steinkopf Residence  
#9, 213 St. Mary's Road  
Winnipeg, Manitoba R2H 1J2  
Canada

To apply or for more information contact:

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### Job Description

#### RESIDENTIAL WORKER

#### RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

##### With our Clients:

Residential Workers with Maitland B. Steinkopf (MBS) Residence will fulfill the day to day requirements of each of their assigned clients and ensure that the individual's needs, safety and well-being are at the forefront of all endeavors, while building a relationship of trust.

- Assist the client with and provide instruction on necessary life skills, encouraging them to participate in all life events as independently as possible.
- Participate in daily activities with the goal of engaging the clients in a variety of experiences. This includes but is not limited to; enjoying meals together, introducing appropriate activities and projects both in the home and out, initiating stimulating conversations, etc.
- Provide all personal care to each client as directed by the Residential Manager which may include but is not limited to; bathing, dressing, choosing weather-appropriate clothing, personal hygiene, etc.
- Prepare nutritious meals by following posted menus.
- Accompany the resident to and from any activity outside the home as instructed by the Residential Manager.
- Ensure all health concerns of the residents are reported to the Residential Manager and dealt with promptly.
- When needed and where indicated, administer medications to the residents ensuring proper documentation and report.
- May be required to assist with client management, which includes but is not limited to liaising with doctors, family services, clients' families, transportation, etc.
- Other duties as assigned.

##### Within the Residence:

Each Residential Worker is responsible to ensure that the homes provide a comfortable and pleasant environment for all personnel, including each client in care.

- Ensure that the basic upkeep and cleanliness of the home is maintained at all times. This includes but is not limited to; laundry, vacuuming, dusting, etc.
- Exchange information with staff replacements prior to and following each shift
- Ensure that any serious incidents or accidents that occur within the Residential homes are reported immediately.
- Notify the Residential Manager of any re-stocking required in the first aid and emergency kits.
- Other duties as assigned

##### Additional Administrative Duties:

The Residential Worker will ensure that all administrative duties are addressed in a timely manner as follows;

- Record all relevant information daily in a logbook.
- Submit time-sensitive paper-work to the Residential Manager by deadlines required.
- When necessary, prepare and submit Incident Reports as instructed by the Residential Manager.
- Attend mandatory staff meetings as required.
- Other duties as assigned.

##### Education and Experience:

Secondary (high) school graduation certificate.

Health care aid certificate or equivalent experience is an asset.

Post-secondary education regarding health care aid or a similar discipline is an asset.

Experience in areas such as respite work, in-home care, personal intensive care and food preparation are assets.

Will provide all other training for on-the-job specifics and requirements.

This position requires all applicants to have a clear and current Criminal Record check, Child Abuse Registry check, and Adult Abuse Registry check; they must be less than 3 months old. Upon application, please answer the prerequisite questions regarding these documents. If you do not yet have these documents, or require financial assistance to obtain them, we will assist you with applying.