



Recruitment Notification

Ottewell Manor
6675-92 Avenue



Ottewell Manor is a 38 unit lodge facility offering housing to older adults ages 55 to 65 years who require a supportive environment, on site home care and community mental health support services. This newly renovated facility is scheduled to open for occupancy in the spring of 2012. This new initiative will provide new job opportunities so we encourage internal applicants to apply. **Please indicate your interest by phoning or filling in an application by March 2, 2012.**

Specialized training will be offered to successful applicants on the following topics:

- Mental Health First Aid
- Introduction to Mood Disorder
- Boundary Setting

SECOND COOK

1 full time and 1 part time position

This position will be responsible for planning and preparing the lunch and supper meal; providing supervision to on site food service staff; and assisting with the meal service delivery.

KITCHEN AIDE

3 full time and 3 part time positions

These positions will be responsible for assisting with preparing and serving the three meals and snacks each day; doing dishes; cleaning the kitchen and dining areas; and assisting residents during meals.

HOUSEKEEPING AIDE

1 part time position

This position is responsible for resident room and common area cleaning; lodge laundry; and project cleaning.

EVENING ATTENDANT

2 part time positions

This position is responsible for general telephone and building reception and monitoring; assisting with supper and evening coffee and recreation services; resident monitoring.

NIGHT ATTENDANT

1 full time and 1 part time position

This position is responsible for building security and emergency response; resident monitoring; and general housekeeping and laundry duties.

RECREATION AIDE

1 part time position

This position will work with the Alberta Health Services Recreation Therapist to plan and implement an evening and weekend activity program; assist with evening coffee service; and assist with special events.

OFFICE ADMINISTRATOR

1 full time and 1 part time position

This position is responsible to act as the communication liaison between Ottewell Manor, Ottewell Place management, and home care and mental health support staff; general reception and clerical duties; and resident monitoring.

For further details about these positions, please call Ottewell Place at 780-469-7739 or to apply, complete a GEF application form and forward to Ottewell Place.

