

**THE CORPORATION OF THE  
COUNTY OF WELLINGTON**  
**Wellington Terrace Long Term Care Home**  
Requires a  
**Part Time Terrace Aide - Nursing**

---

**Regularly scheduled shifts, paid on-call rotation**

The Terrace Aide supports the goals and objectives of the Nursing Department. With excellent interpersonal skills along with patience, compassion and courtesy, you will work in a team setting to deliver resident focused care and customer service.

The key functions of the Terrace Aide role include: bed making, assisting residents with their meals, assisting with portering residents, and cleaning and disinfecting resident wheelchairs. Although there is no guarantee of hours, any scheduled shifts will be in the mornings from 8:00 am to 11:00 am, including weekends and holidays.

**The minimum qualifications for this position include:**

- Successful completion of grade 10.
- Ability to prioritize tasks.
- Police Vulnerable Sector Check required upon hire.

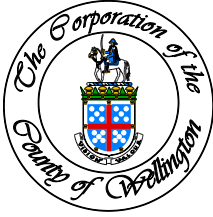
**This position offers an hourly wage range of: \$15.47 to \$18.08 (2019 Non-Union Compensation Grid).**

Applicants are invited to submit a resume, clearly marked **Posting #34-19 by 12:00 pm on Friday, May 17.**

**ATTENTION: HR DEPARTMENT**, Wellington Terrace Long Term Care Home, 474 Wellington Road 18, Fergus ON N1M 0A1. E [careersterrace@wellington.ca](mailto:careersterrace@wellington.ca) or F: 519.846.9192. Please respond by one method of application only. No phone calls please. Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Terrace Aide	<b>Reports to:</b> Department Manager or Designate
<b>Department:</b> Wellington Terrace	<b>Positions Supervised:</b> 0
<b>Effective:</b> August 2012	<b>Revised:</b> June 2015

### **BASIC FUNCTION:**

The Terrace Aide will represent Wellington Terrace at all times by ensuring adherence to the Code of Conduct and demonstrating the County of Wellington's commitment to a healthy and safe workplace where every person is respected.

The Terrace Aide will support the goals and objectives of the department/programme they are assigned to. The Terrace Aide is responsible to the Team Leader of the department they work or their designate.

### **PRINCIPLE RESPONSIBILITIES:**

- Applies the fundamental principle of the Long-Term Care Homes Act in the operation of the home.
- Maintains a spirit of cooperation with other departments and a good relationship with residents.
- Assists in the delivery of consistent resident-focused care.
- Ensures current organization and resident specific updates are reviewed at the beginning of each shift.
- Any other related duties as assigned by the Team Leader, Manager, or designate.
- Responds to on-call shifts as scheduled.
- Responds to emergency fan out when initiated.
- Works weekends, weekdays, evenings and public holidays as required.

### **PROBLEM-SOLVING RESPONSIBILITIES:**

- Prioritize workload based on the activities of the day.
- Contact supervisor when any unusual occurrences arise.

### **CONTACTS:**

**Internal:** Residents, families and visitors, other members of interdisciplinary team, department manager or designate.

**External:** Members of the public.

**MINIMUM QUALIFICATIONS:**

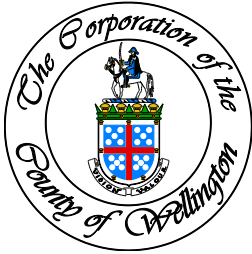
- Successful completion of grade ten.
- Ability to prioritize tasks.
- Police Vulnerable Sector Check required upon hire.

**SKILLS AND COMPETENCIES:**

- Excellent interpersonal skills with a positive history of patience, compassion, and courtesy when dealing with residents and others.
- Ability to deliver resident focused care and customer service.
- Sincere interest in working with the older adult.
- Pleasant, cheerful, tactful, and courteous when dealing with others.
- Knowledge of Wellington Terrace and department specific policies and procedures.
- Excellent communication skills, both written and oral.
- Committed to increasing knowledge and skills of the job through in-service attendance and/or external education.

**OTHER:**

- Location: Wellington Terrace, Fergus, Ontario.



# COUNTY OF WELLINGTON

## FOCUS AREA ADDENDUM

<b>Focus Area:</b> Nursing – Terrace Aide	
<b>Department:</b> Wellington Terrace	
<b>Effective:</b> August 2012	<b>Revised:</b> June 2015

### **PRINCIPLE RESPONSIBILITIES:**

- Supports residents by ensuring room is tidy and the bed is made.
- Reports safety concerns, including clutter, spills and tripping hazards, in resident home areas to registered staff.
- Assists with portering residents to and from the dining room for meals.
- Assists in the cleanup of the dining room.
- Assists specific residents with their meals.
- Cleans and disinfect resident wheelchairs.