



## External Job Posting

<b>Position Title:</b>	Long Term Activity Worker	<b>Pay Grade:</b>	\$20.00 per hour
<b>Position Type:</b>	Full Time (40 hours/week)	<b>Hours of Work:</b>	Varied
<b>Reports To:</b>	Supervisor	<b>Date Posted:</b>	July 7, 2020
<b>Union:</b>	Public Services Alliance of Canada	<b>Closing Date:</b>	July 21, 2020 at 4:00pm
<b>Competition Number:</b>	2020-PSA-23	<b>Number of Positions:</b>	One (1)

### Position Overview

At Wequedong Lodge, our Employees are dedicated to ensuring a safe, comfortable and culturally appropriate environment for our clientele. Established in 1984, the mandate of Wequedong Lodge is to provide accommodations, including meals, translation, transportation and referral services to First Nations (on and off reserve), Metis and Inuit clients accessing medical care in Thunder Bay. We are currently looking for a self-motivated, organized and creative individual who has housing, activity planning and budget experience to join our growing team.

The Long Term Activity Worker assists Long Term Clients relocate to the City of Thunder Bay and coordinates activities for clients. The Long Term Activity Worker will meet with clients on an ongoing basis to assist with housing searches, arrange social activities and meet with Supervisors on other required duties. The Long Term Activity Worker reports to the Supervisor.

### Qualifications

The Long Term Activity Worker must possess:

- A one or two-year Community College certificate and/or diploma in the Social Services discipline.
- A minimum of two (2) years direct work experience with Indigenous people in a residential care setting.
- Have demonstrable and proven abilities in office work and phone etiquette, and a practical level of computer literacy.
- Possess excellent written and verbal communication skills.
- Have an adequate understanding of medical terminology.
- Have a working command of a First Nation language for translation and dialogue purposes is preferred.
- Must be able to deal with difficult clients and escorts and provide client supervision services.
- Must possess a valid Class G Driver's License, clean driving abstract, and both the WHMIS and First Aid / CPR Certificates.
- Must have a sound working knowledge of the Client Database System, Microsoft Word, Excel, and other Web based tools.
- An understanding and appreciation of Indigenous culture.



- Knowledge of housing application process, and availability of accessible and affordable housing in the City of Thunder Bay.
- Ability to liaison with other service providers.
- Budgeting and financial reporting skills.
- An equivalent combination of experience and education may be considered.

### **Duties and Responsibilities**

The Long Term Activity Worker must perform the following duties and responsibilities:

1. Participate in monthly, department, and other required meetings with clients.
2. Budget and plan events accordingly.
3. Review and maintain files, record forms, daily appointments, and perform general office duties as required.
4. Update the Activity Board with information on vehicle maintenance, room service and maintenance requirements, client dialysis appointments, and review for upcoming training memos.
5. Report in writing to the Maintenance Manager any maintenance or repair needs.
6. Conduct daily Circle Checks, and maintain cleanliness, and record use of vehicle in the Trip Logbook.
7. Provide transportation to and from medical appointments, to pharmacies, to social events, and for arrivals and departures.
8. Possess an awareness and understanding of fire evacuation procedures.
9. View online postings for available housing, completing housing applications, ensuring completion of Ontario Works or Ontario Disabilities Support Program applications, meeting with Long Term Clients, and providing transportation to view accommodation units.
10. Maintain on-going contact with First Nation Inuit Health (FNIH) personnel and document extension requests and approvals for Long Term Clients.
11. Assist Long Term Clients obtain required identification for purposes of financial assistance applications (OW, ODSP and OAS).
12. Contact First Nation communities to request first and last months' rent, request written character references and other required assistance.
13. Assist Long Term Clients on budgeting (i.e. rent, food and utilities) and other life skill needs in conjunction with the Thunder Bay Regional Health Sciences Centre (TBRHSC) Social Workers.
14. Obtain letters from physicians for Long Term Care client(s) to obtain escort approval and accommodation extensions.
15. Consult with clients and Supervisors on requested events and to plan accordingly.
16. Research community events, arrange for clients to be transported to community events (i.e. Pow Wows, Church, Square dances, Community kitchens, crafting events).
17. Network with other Indigenous Agencies (i.e. TBIFC, MNO, ONWA), taking clients to programs and/or arranging to have programs at the lodge.
18. Provide accurate and timely reports to funders as required.



19. Supervisors will assign other duties and responsibilities deemed necessary to the Long Term Activity Worker on an on-going basis.

**Application Process:**

Interested candidates may apply in person, by mail, email or fax. Your application should include the competition number (2020-PSA-23), your cover letter and resume and may be submitted in confidence to:

Wequedong Lodge of Thunder Bay  
656 City Road, Box 17, Fort William First Nation, ON P7J 1K3  
Fax: (807) 626-9365

Email: [hr@weqlodge.org](mailto:hr@weqlodge.org)

Wequedong Lodge is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process. To make a request, please contact [kkaing@weqlodge.org](mailto:kkaing@weqlodge.org)

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.