



**Berwick Comox Valley  
Multi-Service Worker – Administration  
With RCA Qualification  
Casual**

**Join our Team**

Since 1989 Berwick Retirement Communities has been offering quality retirement living in six residences across BC: Victoria (two), Nanaimo, Comox, Kamloops and Campbell River. We are proud to be Island Owned and Managed.

Berwick Comox Valley retirement community is now accepting applications for a casual Multi-Service Worker – Administration to assist with a variety of tasks within the facility. The MSW-Administration will be assigned in areas of administration, reception, emergency response, and non-emergent assistance as required by residents.

Under the supervision of the General Manager, and the Administrative Assistant, the Multi-Service Worker provides Administration and RCA assistance for residents during the hours of 3:30 pm to 11:30pm and on weekends from 7:30 am to 3:30pm. The MSW Administration must provide assistance in a manner conducive to resident safety, comfort, and dignity, while maintaining choice, independence, and individuality. This position is also responsible for Emergency Response for the building and its occupants.

The MSW - Administration will hold a diploma in Health Care Assistance, or its equivalent, and be eligible for registration with the BC Care Aide Registry.

The successful candidate will be a flexible individual who has advanced competencies with computer work, including Word, Excel, and Outlook, have excellent telephone skills, and an excellent rapport with residents and their families.

**Work and Compensation:**

This is a casual, on call position, which may lead to more hours as the incumbent's skills are developed.

Compensation is competitive with an RCA qualification, and will be discussed at an interview.

### **Knowledge, Skills, and Abilities:**

- Graduate from a recognized Residential Care Aide Program with Medication Administration Certificate, or equivalent combination of training, experience, and education
- Registered with the BC Care Aide and Community Health Worker Registry (if applicable)
- Experience in a related office and administrative field (minimum of 2 years)
- Excellent word processing, database, and spreadsheet skills
- Proficient in the use of Microsoft Office Programs including Excel, Word, and Outlook
- WHMIS Certification
- Valid Emergency First Aid, CPR, and AED training
- Trained in proper lifting techniques and an ability to lift up to 25lbs, bend, and perform repetitive movements
- Trained in handling emergency situations such as power outages, fire, earthquake, and medical emergencies
- Trained in handling non-emergent medical or health situations, making an appropriate assessment, and responding in a manner that ensures the residents safety and support while returning them to a comfortable and clean physical and mental state
- Demonstrates a solid understanding of the intent, philosophy, and core values of assisted living when planning and delivering personal service and hospitality services
- Ability to work independently and follow instructions with minimal supervision
- Ability to read, write, and speak English proficiently, and understands verbal and written instructions
- Polite, courteous, and must work well with seniors and the public
- Ability to demonstrate empathy and patience when working with residents and staff
- Must have knowledge, skills, and training on how to manage and respond to potential harassment in the workplace (verbal, physical and sexual).

Berwick Retirement Communities promotes an environment which integrates hospitality and superior customer service care. As the MSW-Administration/RCA, you will uphold a philosophy that respects the resident's dignity and self-esteem by supporting the choice, independence and autonomy.

All new employees are required to provide a Criminal Record Check pursuant to the Criminal Records Review Act for working with vulnerable adults. TB test and an employment medical are also required.

Please email your cover letter and resume to the attention of Berwick Comox Valley Manager at [bcv.admin@berwickrc.com](mailto:bcv.admin@berwickrc.com) on or before July 20, 2015.