

<b>LOCATION:</b>	<b>Millwood Manor Retirement Residence, 409 Mill Street, Kitchener, ON, N2M 3R9</b>
<b>JOB TITLE:</b>	<b>Unregulated Care Provider (UCP)</b>
<b># of positions:</b>	<b>1</b>
<b>Hours of Work:</b>	<b>Part-time, normally night shift to start. Candidates must be flexible to be scheduled for day (7-3); afternoon (3-11); and night (11-7) shifts</b>
<b>Remuneration:</b>	<b>Start rate UCP - \$12.00 hourly, probation period of 450 hours</b>

**About Millwood Manor:**

Millwood Manor is ideally located in an established, quiet neighborhood in Kitchener, Ontario. At Millwood Manor it is our goal to encourage independent living with professional support, create social activity for a healthy mind, and ensure happiness with nutritious meals in a clean environment. For more information about Millwood Manor, please visit [www.millwoodmanor.com](http://www.millwoodmanor.com).

**SUMMARY OF DUTIES:**

The **Unregulated Care Provider (UCP)** will be working as an integral part of the team, to provide care for residents. The incumbent will be responsible for a wide range of duties, such as:

- Admitting, discharging and assessing residents;
- Carrying out doctor's orders, including administering medications;
- In charge responsibilities include supervising PSWs and other staff;
- Responding to emergency and urgent situations as needed;
- Receiving and ensuring secure storage of medications.
- Follow up with families and residents

**REQUIRED QUALIFICATIONS:**

- Excellent oral and written communication skills;
- Caring, patient and positive attitude;
- Exceptional organizational and time management skills;
- Professional and calm under pressure;
- Detail-oriented and extremely accurate in all work;
- Ability to handle multiple and conflicting demands in a changing environment;
- Pro-active, demonstrates good initiative, the ability to work independently and the willingness to learn and seek direction when needed.

This position is ideal for candidates who are international medical doctors (IMDs) who are currently unable to practice medicine in Canada, especially those with a background in geriatrics, and general/family practice. Full orientation and training will be provided to successful candidates.

**APPLICATION PROCEDURE**

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Please reply by covering letter and resume to Jessica Tinebra, Employment and Recruitment Specialist by email at [jtinebra@sisohamilton.org](mailto:jtinebra@sisohamilton.org) as soon as possible (posting date: September 15<sup>th</sup>, 2008).