

SUPPORTS TO SENIORS IN GROUP LIVING (SSGL)

Tenant Companion Job Description

Principal Duties and Responsibilities

- To work with the tenants of Boyne Towers (name of apartment), determining their needs for support in their **Instrumental Activities of Daily Living** enabling them to remain independent within the community. Services provided may include placing grocery orders, assistance with shopping & errands, friendly visits/daily hello/safety checks, assistance with making appointments and arranging transportation, going for walks and just being available to listen and talk with residents.
- To work with tenants on a one-to-one basis or in small groups to initiate activities based on their interests.
- To work with existing programs as required.
- Liason with various community resources as required.
- Consult and meet with the Seniors Resource Coordinator on a regular basis.

Administrative Requirements

- Establish and maintain a file for each tenant.
- Submit regular reports to the Seniors Resource coordinator
- Participate in meetings and committee work as required
- Submit bi-weekly payroll reports

Qualifications

- Grade 12 preferred
- Valid driver's license and own vehicle
- Experience working with the elderly
- Willing to work flexible hours
- Demonstrated organizational skills and ability to work independently
- Knowledge of community resources
- Skills in specific areas relative to activity program – music, exercise, or crafts
- Ability to establish and maintain positive working and interpersonal relationships with tenants, staff, families and the community
- Willing to maintain tenant confidentiality.
- Submit to a criminal record check