

Community Inclusions growth means many more employment options

by Ruby Arsenault

Community Inclusions Ltd. provides employment, residential, day and recreational services to adults with intellectual challenges in western PEI. "With growth in any field or industry comes a demand for more positions and more hiring," says **Kevin Porter**, Executive Director.



"The homes we operate require more Residential Group Home Workers and Community Support Workers," says Kevin. "These positions are unionized and offer very competitive wages. Full-time employees also receive other benefits such as group medical insurance along with a pension plan.

"The West Prince Campus of Holland College started a program in the fall of 2019, and many of their students filled our summer vacancies." Kevin says he hopes Holland College sees the huge need for this program in western PEI and will continue to offer it.

"We also hire people from other programs of study such as RCW and Youth Care Worker programs, along with other related areas of education and work experience.

"Wages for unionized full-time positions for our front-line Community Support/ Residential Group Home Workers range from \$17.42 to \$20.50 an hour and will move to \$17.94 to \$21.11 in the new year," says Kevin. "Our casual staff receive \$16.41 an hour.

"Positions in our other departments, from the Maple House Bakery and Café to Employment Services, are not unionized. Although benefit packages are not offered, it is something we hope for the future," says Kevin.



"Sometimes we struggle with finding staff for Maple House Bakery and Café. We have a unique environment where staff work closely with our clients. Once someone tries it, they tend to love it."

The Employment Services department has an Employment Counsellor and an Employment Coach and is currently seeking to hire an Employment Assistant. "The demands are growing in that area and in the drop-in program."

"Open positions are posted on a regular basis and I always welcome interested people to drop off resumés for casual work to create a pool."

For more information, contact **Kevin Porter** at **902-726-3144**.

Visit www.communityinclusions.com and www.facebook.com/CommunityInclusionsLtd and www.facebook.com/MapleHouseBakeryandCafe/

For the full article, visit www.employmentjourney.com and search the article title.

Employment Unit is funded largely through the Canada/Prince Edward Island Labour Market Development Agreements.

An inside look at a career as an essential worker in a senior's home

by Ruby Arsenault

Caregivers' Shelley and Bim are nervous of the threat COVID-19 poses to seniors, however the Tignish Senior Home Care Cooperative has adopted, along with the whole profession, a more rigid routine to ensure residents and staff remain safe and healthy.

"Since I started working here, it has never once crossed my mind to change careers," says Bim. "I love it here and I couldn't think of any better place to work."

"During the past 13 years, I have cared for more than 200 residents and have gotten very attached," says Shelley. "I know the residents are equally attached to us."

"We do the best we can to help the seniors have a great day and feel good about themselves," says Shelley. "This is so very rewarding," says Bim. "It is all about the little things, like spending that extra five minutes listening to a resident or helping them do their hair. We have become like one huge family under one roof."

"One of the biggest challenges in our line of work is having enough casuals to cover days off," says Bim. "As in many industries, it can be difficult to fill openings and have a pool of casual workers to draw from. I encourage youth to give this job a try. Shadow for a day, or even better, apply as a casual or work during school holidays."

"One of the hardest parts of the job is losing a resident," says Shelley. "At present, we do not have a family doctor available to make regular visits to the home. We work very closely with other health care professionals to ensure the well being of our residents."

The Tignish Senior Home, which opened its doors in 2002, has more than 50 rooms. Staff includes an Administrator, Office Manager, Floor Supervisor, Housekeepers, Care Providers, Kitchen Staff, a Maintenance worker and Activity Director.

They always accept resumés for all positions and they can be dropped off to the Administrator, **LoriAnne Keough**, at 116 Macleod Lane, Tignish. She will set up a time to speak to each applicant

For more information **902-882-4663**.

Visit www.peicommunitycare.ca/facilities/tignish-seniors-home-care-co-operative-ltd/

For the full article, visit www.employmentjourney.com and search the article title.



From left, Shelley DesRoches and Bim Pitre, who have both been Care Providers for over 10 years at the Tignish Senior Home Care Cooperative.

Tips to help job seekers connect with employers during COVID-19

submitted by Nicky Perry, Career Development Practitioner with Career Development Services, Souris

Anationwide shutdown in March 2020 greatly hindered job search activities, including face-to-face meetings with employers.

Even with loosened restrictions, it is often still difficult to visit some workplaces because of limits to on-site visitors or a lack of space to ensure the current six-foot social distancing requirement.

It is important to do your homework when connecting with employers. Some prefer you follow and connect with them through social media. Before applying anywhere, review your own social media accounts (Facebook, LinkedIn, Twitter, etc.) to ensure a positive impression on employers or recruiters.

Before making contact, update your resumé and be prepared to describe your skills and assets to a hiring manager.

Go beyond checking job ads. A great place to start your job search is with your personal network and community, as many job opportunities are discovered through word of mouth.

Looking at how industries and workplaces have changed in the last year can help you determine where your own skills might be best utilized. Ask yourself what employers need and what you can contribute.

Perhaps the biggest challenge during the pandemic has been a decline in employment opportunities due to an economic slow-down in several industries. As a result, many job seekers have struggled to transition to new jobs outside their usual fields or they have faced a reduction in work hours.

The personal impact of COVID-19 on job seekers must be recognized. The disruption of normal life activities has added an additional layer of stress, uncertainty, and fatigue to the usual challenges of job searching.

As a Career Practitioner, I work with job seekers to build hope and resilience. Almost everyone has experienced and survived difficulties or failures in their life. I believe those experiences hold the seeds of wisdom and strength that will take us through today's struggles.

For help with your job search, contact a **Career Development Services** office in your area. Visit www.cdspei.ca



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Are you an Administrative Professional looking to update your skills or develop new ones? Do you want to move into a new role within your organization but are missing some key qualifications for the job? A brand new certificate is being launched by the UPEI Office of Continuing Education and Professional Development.

The **Executive Administration Certificate** is set to launch in November 2020 and will focus entirely on the admin professional and the importance of their role in any organization. The certificate will be offered online through six modules. Participants in the first cohort will receive a certificate of completion in April 2021.

This certificate is one of the first of its kind on the Island and will include the following modules: Partnering With Your Boss; Become the CEO of Your Own Position; Managing Your Productivity; Project Management for Admins; Communicating Clear and Professional Messages; Simple and Effective Minute Taking.

For more information or to register, please visit us online at: <https://www.upei.ca/professional-development/certificate/executive-administration-certificate>

You can also reach **Melanie** by email at pdp@upei.ca or phone at **902-628-4394**.

We look forward to having you join us!

