



**Ronald McDonald
House Charities®**
Saskatchewan

Keeping families close™

Family Room Services Assistant, Prince Albert – Summer Employment

Ronald McDonald House Charities – SK (RMHC-SK) is a provincial organization that promotes Family Centered Care, and provides accommodation and supports to families of sick children while they are receiving medical treatment at a local hospital. For more information on our mission and programs, please visit www.rmh.sk.ca.

The House Services Assistant reports to the Family Room Manager and works directly with families while their child is receiving medical treatment at the Prince Albert Victoria Hospital.

Key Responsibilities Include:

- Provide exceptional hospitality and service to all guests of RMCH-SK
- Assist with the day-to-day operations of the Family Room, including:
 - Front line contact with families
 - General cleanliness of the Family Room
 - Assist with family programming and administration
 - Assist with fund development programs and events

Job Requirements Include:

- Excellent interpersonal and communication skills:
 - Evidence of being genuine, approachable and ability to develop trust and relationships quickly
 - Can exhibit compassion and care to families who are facing difficult circumstances
 - Comfortable in an environment that embraces reconciliation, equity, diversity and inclusion
- Proven ability to work independently
- Organizational skills and attention to details
- Able to pass a Police Record Check and Vulnerable Sector Check
- Proof of COVID-19 vaccination required for all RMHC-SK staff
- Must be between 19 – 30 years of age (as per Canada Summer Jobs)
- Some social work education or experience in a helping profession would be an asset

Work Hours: Working up to 35 hours per week, the Family Room Services Assistant shifts will be no longer than 8 hours between 9am – 9pm, Monday – Sunday. Will require evening, weekend and statutory holiday work.

Pay: \$16.64/hour

Application Process: If interested, please forward your letter of application and resume to Nadia Balytska, Family Room Manager, at nbalytska@rmh.sk.ca **no later than 4pm, Tuesday, May 24th**. *Only applicants selected for an interview will be contacted.*