



## **JOB DESCRIPTION**

**Job Title:** Part Time Personal Support Worker

**Supervised by:** Director Seniors Services with task assignment by Care Coordinator

### **Qualifications:**

- Certificate as a Personal Support Worker, Health Care Aid or equivalent post high school education/experience.
- Eligible to work in Canada.
- Some experience providing personal support to seniors. New PSW graduates are welcome to apply.
- Experience with janitorial or housekeeping work in a retirement home or long term care home is an asset
- Basic knowledge of food handling
- Basic familiarity with issues related to ageing
- Strong written and verbal communication skills are required
- Basic ability to use computers including email and client data base
- Physical ability to carry out required tasks
- Proficiency in both official languages is an asset
- Proof of full vaccination for COVID-19

### **Hours of Work:**

Shifts are worked 24 hours per day, 365 days per year. Specific shifts will be assigned by the supervisor and will include days, evenings, weekends, overnights and statutory holidays.

Overnight shifts have an emphasis on cleaning, maintenance, and light kitchen duties. Most resident care needs are performed on day or evening shifts. Overnight staff will be responsible for handling urgent needs that can not reasonably wait until the next day and for handling potential emergencies between 11 pm and 7 am.

### **Agency Responsibilities:**

- Ensures the confidentiality of client, staff and agency information.
- Conducts all matters in a professional manner with respect to the individual dignity and right to self-determination of all residents/clients.
- Respects and maintains professional boundaries with residents and clients.
- Conducts all matters in a punctual and responsible manner.
- Works co-operatively with other staff to support residents/clients and for the good of the agency.
- Exhibits trustworthy behaviour in matters related to agency/client finances and property.
- Maintains accurate and up-to-date records, reports and statistics as required by the agency.
- Participates in staff meetings, agency committees and external committees as appropriate.

**Specific Responsibilities:**

- Carry out tasks outlined on shift checklists for day shift, evening shift or overnight shift
- Carry out tasks identified in individual care plans for each client including but not limited to: personal care; personal hygiene, assistance with meals, laundry, medication compliance, room cleaning, medical appointments, ambulation. Specialized tasks such as strength building and other medical, social or spiritual plan recommendations.
- As a team, implement group activities in the evening and on weekends
- As a team, decorate the common areas of the Residence for special occasions.
- Monitor functional level of clients through observation and assessment
- Specific attention is to be paid to factors affecting client safety, and freedom from emotional, financial, psychological or physical harm.
- Contact family, service providers and caregivers regarding care plan and care needs
- Report changes or concerns to the Program Supervisor
- Document in a clear and factual way in EMHware
- Assist with preparing and serving meals, kitchen clean up, caring for the building and grounds
- Assist with greeting visitors
- Mentor students and new staff
- Other tasks as assigned by the Program Supervisor.