

INTERNAL/EXTERNAL JOB POSTING
Part-time Personal Support Worker Evenings and Weekends

July 31, 2019

West Toronto Support Services (WTSS) is a non-profit agency providing community-based health and wellness services that improve the quality of life of clients and caregivers in West Toronto.

The **Personal Support Worker (PSW)** provides:

- Personal support services in clients' homes; personal hygiene care, which includes:
 - assisting with showering/bathing, and toileting
 - Relief and palliative care service to family members and
 - aid to clients with ambulation
- Routine housekeeping duties such as: vacuuming, sweeping, dusting, washing floors, doing laundry, washing dishes, preparing meals and making beds
- Meal preparation and serving client - with consideration to specified dietary instructions
- Grocery shopping on behalf of clients
- Escorting clients on walks and to and from medical or shopping appointments
- Companionship – to provide a warm and friendly atmosphere
- Reminders to clients for medication in adherence to Roles and Responsibilities of PSW Registry of Ontario <https://www.psw-on.ca/assets/documents/policies/roles-and-responsibilities.pdf>

Must be able to:

- Possess courteous phone skills and exceptional listening skills to be able to interact and communicate effectively with clients, staff and external professionals
- Provide service with cultural awareness and ability to build relationships with clients in a multicultural environment
- Efficiently organize, manage and prioritize work load
- Physically perform core functions of job
- Support and work co-operatively with client and caregivers
- Resolve problems and concerns relative to staff, clients, and caregivers
- Record attendance information on timesheet for weekly submission
- Use an ethical decision making framework as adopted by the agency
- Adhere to Occupational Health & Safety Standards
- Maintain and apply functional knowledge of applicable governing legislation, including WHMIS and fire safety universal precautions, First Aid and CPR as applicable

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- Ensure compliance with client confidentiality policies
- Must read, write and speak English (equivalent to grade 10 level). Ability to speak a second language is a definite asset
- Travel between assignments by public transportation or by car
- Work a flexible schedule including evenings and weekends

Education and Training

- PSW certification from an approved and recognized educational institution
- RN/RPN/DSW/HCA/Personal Attendant certification
- Licenses, certifications/special training required, if any:
 - Current CPR and First Aid, Body Mechanics, Infection Control an asset
 - Food Handler Certification
- RN or RPN students with a minimum successful completion of 1 year
- 3 years' experience in providing homemaking and/or personal support services, including care of seniors and adults with disabilities
- Experience working in the community as a PSW is an asset
- Demonstrated commitment to client and family centered care
- Use of proper body mechanics and successful completion of physical readiness test to ensure safe work practices are followed, including: mobility, transfers, bending, lifting, pushing and pulling.
- Demonstrated ability to recognize safety concerns, communicate effectively using a computer and/or mobile device.
- Immunization for measles, rubella and varicella, and prophylaxis immunization of Hepatitis B is strongly urged. Must be screened for tuberculosis where required (i.e. long term care facility).

Work Conditions

- Primarily working in clients' homes, occasionally office/program environment
- Use of various home and other program area equipment
- Exposure to potentially hazardous materials in clients' homes or work environment/situation (e.g. infestation, hoarding, etc.)

Please submit your resume to: hr@wtss.org by 9:00 am Monday August 12, 2019, including a cover letter, and classify yourself as an INTERNAL or EXTERNAL candidate in the subject line.