

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

2022 Ongoing

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| POSITION TITLE: Community Personal Support Worker | |
| DEPARTMENT: Independent Living | STATUS: Part Time |
| # HRS / WEEK: Variable hours covering 24/7 including days, evenings, overnights, weekends and statutory holidays | CONTRACT DATES: n/a |
| REPORT TO: Client Care Supervisor | HOURLY RATE: \$20.29 (This position qualifies for additional \$3/hour Pandemic Pay as available) |

GENERAL DESCRIPTION: Provides personal, palliative, housekeeping, respite and other services to the elderly, adults with disabilities and other vulnerable individuals in our community. The Personal Support Worker performs tasks of a confidential nature while providing services to a vulnerable, high-risk client population and is expected to comply with Confidentiality and Conflict of Interest Policies and privacy legislation. This position reports to Client Care Supervisor and is part of **CUPE Local 7797**.

MAJOR DUTIES:

- Provide personal care to clients in compliance with agency and/or funder Personal Support Worker Standard of Care (including but not limited to bathing, skin care, mouth care, routine activities of daily living where applicable, communication/socialization with client and family, toileting, transfers/lifts, dressing, grooming, feeding, etc.).
- Complete homemaking tasks and other duties as required (including but not limited to cleaning, laundry, shopping, errands, meal planning and preparation, escorts, fumigation preparation, seasonal cleaning).
- Document/record and handle client fees with timesheet; complete any documentation requests in a timely manner.
- Maintain and deliver accurate and complete timesheets.
- Communicate regularly with the Supervisor regarding client care concerns and promptly notify her/him of emergency and/or unsafe situations.
- Participate in ongoing staff meetings and educational sessions. Participate in the orientation of new Personal Support Workers.
- Communicate effectively with clients, family and/or significant others, agency office staff, stakeholders and members of the care team.
- Perform other duties, appropriate to the position, as required.

REQUIREMENTS & QUALIFICATIONS:

- Personal Support Worker certificate or equivalent.
- Excellent communication skills in English (oral, written, reading and listening).
- Ability to work independently and cooperatively within a team.
- Proven reliability and dependability.
- Ability to make sound decisions within the scope of the position.
- Culturally sensitive and knowledge of gerontology issues.
- Willingness to work with all age groups and individuals with special needs and illnesses/infections.
- Current CPR/First Aid & Vulnerable Sector Check within (last 6 months).
- Ability and willingness to travel in the community.
- Additional language skills an asset.

To apply, submit your resume and cover letter with the position title in the subject line of your email to:
careers@tngcs.org