



JOB DESCRIPTION	GROUP HOME PERSONAL SUPPORT CARE WORKER
REPORTING TO: SENIOR SUPPORT CARE STAFF	August 2015

JOB FUNCTION: Assist residents with personal care and all daily living activities.

SCHEDULE:

- This is a Part – Time position
- Our part time staff are required to be available every other weekend
- Butternut Lane location: We are looking for PSWs who are available to work the day and evening shift (7:00am-3:00pm and/or 3:00pm-11:00pm) as well as Sat & Sun
- Kennedy & 14th Avenue location: We are looking for one PSW to work the night shift at (11:00pm-7:00am) Fri & Sat
- Employees will be scheduled every other weekend and additional shifts depending on availability and seniority

A ADMINISTRATION

- Ensure all Participation House related Policies and Procedures are followed in a productive and efficient manner.
- Abide by Collective Agreement between Participation House and the Service Employees’ International Union Local 2.
- Actively participate in Individual Support Plan to facilitate the physical, social and emotional needs of the residents.

B. RESIDENT CARE

- Assist residents with their individual support care needs by carrying out duties and implementing their Individual Support Plan.
- Actively participate in and facilitate as needed (for the residents), the activities of daily living as outlined in their Individual Support Plan.
- Follow through with residents prescribed dietary needs.
- Encourage residents to participate in social and recreational activities.
- Assist residents with meal planning and preparation.
- Maintain resident laundry and assist resident with laundry as necessary.
- Follow residents prescribed Transfer and Lift program, all lifts are mechanical. Participation House does not permit any physical lifts.
- Ensure residents are secure and safe using their prescribed mobility and mechanical devices.

C. COMMUNICATION

- Communicate in positive and effective manner between your co-workers and other personnel to support and encourage an environment that is safe and productive to all residents, clients and co-workers.
- Complete written reports at the end of each shift regarding the resident's condition, behaviour, and incidents of concern, whereabouts and personal needs using communication book and residents information sheets.
- Read and initial the Communication Books at the beginning of each shift and be aware of any changes in procedures and treatments.
- Maintain the confidentiality of all information related to the agency, its Board of Directors, employees, and residents.
- Report any conflicts or concerns relating to the residents or co-workers to Management immediately.
- Report any house concerns to supervisor immediately.

D. HEALTH AND SAFETY

- Adhere to Participation House, Markham Health and Safety Policies and Procedures in accordance with the Occupational Health and Safety Act of Ontario.
- Visually inspect equipment prior to using, report any concern to supervisor.
- Assist residents to maintain their rooms to ensure everyone's safety.
- Follow safe operating procedures when using any mechanical equipment.
- Follow procedures for the reporting of all hazards, incidents, and /or accidents.

E. ON-GOING EDUCATION

- Keep abreast of current procedures, new treatments and techniques, taking courses where applicable and approved by your Manager.
- Attend all Health and Safety and required workshops/training sessions.
- Maintain First Aid/CPR certificate.
- Crisis Prevention and Intervention Certificate.

QUALIFICATIONS

- Personal Support Care Worker Certificate and registered with Ontario PSW Registry.
- First Aid and CPR Training
- Crisis Prevention and Intervention
- Food Handler's Certificate
- Previous experience working with developmental and physically disabled persons.
- Demonstrate excellent written and oral communication.