



**Position:** Personal Support Worker – Group Homes

**Status:** Permanent Part time

**Start Date:** ASAP

**About Us:**

Participation House, Markham is a non-profit organization and is a leader in enhancing the quality of life of individuals with disabilities through a continuum of services designed to reflect individualized approaches, community involvement and a respect for human dignity.

**Responsibilities (not a complete list)**

Administration:

- Follow all Participation House Markham (PHM) Policies and Procedures in a productive, safe and efficient manner.
- Adhere to the Home Care and Community Services Act, 1994, the Long-Term Care Act, 2007, the Services and Supports to Promote the Social Inclusion of persons with Developmental Disabilities Act, 2008, and Participation House, Markham's Statement on the Rights for Persons with a Developmental Disability.
- Complete documentation of clients' profiles and employee communication accurately and timely in accordance with PHM protocol.
- Actively participate in staff meetings and share pertinent information (client or operational) with Management.
- Abide by Collective Agreement between Participation House and the Service Employees' International Union Local 2.

Resident Care & Supports

- Always follow supervisory/management direction in providing support and services to residents in a prompt, courteous and respectful manner ensuring the health and safety of the resident, yourself, and co-workers.
- Actively participate in and facilitate daily living activities of the residents as outlined in their Individual Support Plan (ISP).
- Adhere to resident 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.
- Provide other assistance/support to resident's needs if it falls within PHM health & safety guidelines and the PSW's ability and training to complete such requests including but not limited to light stretching and light exercises per physiotherapy (e.g., walk/stroll with the resident around the house).
- Follow prescribed dietary needs of the resident.
- Engage with and/or encourage residents to participate in social interaction and recreational activities such as music, reading, creative endeavors.
- Assist residents with meal planning and preparation.
- Maintain resident laundry and assist resident with laundry as necessary (depends on the home).
- Treat residents with dignity, empathy, trust, respect, and professional understanding.



### Communication

- Communicate in a positive manner with your co-workers and other employees to support and encourage an environment that is safe, respectful, and productive to all residents, clients and co-workers.
- Complete written reports at the end of each shift relating to the resident's condition, behaviour, and incidents of concern, whereabouts and personal needs using the communication book and daily worksheets.
- Complete written report in the Staff Communication Book regarding anything relating to the shift that needs to be communicated to your co-workers.
- Read and initial the Staff Communication Book at the beginning of each shift (and ISP upon return from vacation or leave of absence) to ensure awareness of any changes in care, procedures, and treatments of the resident.
- Maintain the confidentiality of all information related to PHM, its Board of Directors, employees, and residents, not sharing information with anyone other than persons who have a right to know or are authorized to receive such information. Staff are not permitted to speak to families regarding any health or medical updates – please refer to the Nurse or Manager.
- Report any conflicts or concerns relating to the residents or co-worker to Management immediately upon knowledge of a said conflict or concern.
- Report any facility concerns to the Maintenance team and/or Management immediately.

### **Shifts**

- Must be available to work any and all shifts (Days 7:00am-3:00pm, Evenings 3:00pm-11:00pm, Nights 11:00pm-7:00am)
- Must be available to work every other weekend.

### **Compensation and Benefits**

- Hourly Rate: \$23.79
- Vacation each Pay
- Pay in-lieu of benefits and pension

### **Qualifications**

- Personal Support Care Worker (PSW) Certificate, DSW certificate and/or a Diploma in a related field preferred
- Previous experience working with developmental and physically disabled persons.
- Previous experience as a Support Worker preferred.
- Must Have:
  - Valid First Aid and CPR Training.
  - Valid Crisis Prevention and Intervention Certificate.
  - Completed medical.
  - Covid-19 Vaccinations.
  - Food Handler Certificate.
  - Vulnerable Sector Check.
- Strong written and verbal communication.
- Able to work with minimal supervision.



- Always conduct oneself professionally.
- Maintains an overall attitude dedicated to excellent customer service.

Participation House Markham is an equal opportunity employer. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Information related to accommodations measures will be dealt with confidentially.

**Send your resume to [careers@participationhouse.net](mailto:careers@participationhouse.net)**