



Employment Opportunity Internal Posting

Mission Statement: St. Paul's L'Amoreaux Centre supports healthy aging by providing client-centered housing, programs and services that meet the needs of diverse older adults.

Position: Personal Support Worker (Part time)

Hours of Work: Shift work; Due to the nature of the position, the number of hours of work each week is variable

Reports to: Assisted Living Manager

Respond to: Human Resources Coordinator, hrd@splc.ca / Fax: (416)-493-3391

Position Summary:

Responsible for providing personal support services to Assisted Living clients at the SPLC Assisted Living Services sites to support clients' independence and safety and maintain a safe living environment.

Responsibilities:

1. Provides personal support services to Supportive Housing clients

- Provides personal care related activities of daily living; bathing, washroom assistance, changing incontinence products, dressing, personal hygiene, grooming and dental care according to service plan
- Collects Support Worker's Assignment Binder with a list of clients being served and provides personal support care at the appropriate time
- Assists with applying and maintenance of incontinence supports such as diaper, urine bag, condom, etc and measures and records drainage if required
- Assists with cleaning and personal hygiene assistance after client incontinence
- Assists with transferring and positioning of client
- Assists with meal preparation and set-up and eating
- Assists client with exercise programs under the direction of a health care professional when authorized by supervisor, including walking with the client
- Performs housekeeping tasks as scheduled and according to the care plan
- Cues and prompts client to participate in and be independent as possible with their own activities of daily living
- Reminds clients to take medications, at the appropriate time
- Responds to medical emergencies and notifies supervisor immediately

2. Documents services and reports concerns and occurrences

- Reports to manager about any changes in the client's physical, emotional, mental status and ongoing client service requirements
- Reports to manager and documents any concerns related to the services, the client's well-being and/or potential health and safety hazards
- Identifies and reports in Quality Response Report (QRR) any safety concerns / issues or cases that need follow-up to manager immediately

Education:

- Personal Support Worker Certificate
- Valid First Aid and CPR

Experience & Skills:

- One (1) year working experience with frail or cognitively impaired seniors in a health care setting
- Good communication and interpersonal skills
- Ability to physically assist seniors with sitting, standing and bending.
- Ability to write clear and concise client notes in English
- Ability to maintain confidentiality and the knowledge and sensitivity to work in a culturally diverse environment
- Fluency in a second language an asset



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Others:

- Background check and physician's medical assessment required
- Must be available to work day, evening and weekend shifts; overnight back up may be required

St Paul's L'Amoreaux Centre is a diverse work environment. We encourage applications from all persons, including persons with disabilities. Accommodation will be provided, if needed, in accordance with the Ontario Human Rights Code and Accessibility for Ontarians Disability Act.

Please submit your application quoting the position you are applying to by mail, fax or email:

Mail: Human Resources Department
3333 Finch Avenue East
Scarborough, ON
M1W 2R9

Fax: 416-493-3391

Email: hrd@splc.ca

While we thank all applicants for their interest, only those applicants selected for interview will be contacted.