



## Job Posting

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<b>Job Title:</b>	Personal Support Worker (PSW)	<b>Job Status:</b>	Part-Time
	Male Worker Preferred	<b>Employee Group:</b>	Bargaining Unit
<b>Department:</b>	In-Home Services	<b>Hours Per Week:</b>	On average 24 Hours
<b>Reports To:</b>	Supervisor, In-Home Services	<b>Job Posted On:</b>	October 16, 2020
<b>Direct Reports:</b>	N/A	<b>Job Closing On:</b>	N/A

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TransCare® Community Support Services is a charitable not-for-profit corporation dedicated to providing home and community support services for people who need assistance due to illness, convalescence, disability, or functional limitations related to aging. We offer a continuum of services to facilitate independent living, comfortably and safely in the clients' homes, and in the community.

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### Position Overview:

To support seniors, frail, disabled and/or cognitively impaired clients with the delivery of personal support and homemaking services to TransCare®'s male clients who only receive services provided by male Personal Support Workers.

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### Primary Duties & Responsibilities:

- Travel to and from clients' home within an established schedule/time period.
- Work flexible hours to meet client needs.
- Provide client services in accordance with the established Service Plan to a diverse group of clientele residing in a variety of locations where there may be a range of care requirements.
- Support and encourage clients and caregivers by communicating with them and involving them in the provision of their own care when possible and by actively listening and engaging in appropriate interaction.
- Interact with the client, the caregiver and other members of a client's support network in a professional and respectful manner.
- Provide personal care which may include, but is not limited to bathing, grooming, skin care, dressing, toileting, lifts/transfers, mobility assistance, and assisting clients at mealtime.
- Operate mobility devices (e.g. transfer board) to aid in the lift/transfer of clients according to the established guidelines for the safe and proper usage of such equipment.
- Complete household tasks which include but are not limited to laundry, making the bed, vacuuming, wiping kitchen surfaces, dusting furniture and other duties as directed by the Supervisor.
- Prepare nutritious meals for clients that accommodate specific dietary needs.
- Accompany the client to medical appointments, shopping trips and for walks as required. Permission must be obtained from the Supervisor in advance.
- Advise Supervisor immediately if unable to keep an assignment or late for a scheduled client visit.
- Assist client to perform ADL tasks in order to maintain and enhance the client's functional abilities.

- Back up other Personal Support Workers by assisting with other assignments as requested by the Supervisor.
- Collaborate with all members of the client care team.
- Create a safe and calm environment while carrying out duties in the client's home.
- Other duties as directed by the program Manager.

#### File Management:

- Record client behavior, care services provided, and overall well-being on client's Progress Report and as required.
- Ensure confidentiality of client and Agency personnel information.

#### Quality Management:

- Initiate and make recommendations related to quality improvement.
- Implement quality initiatives within the Agency, or specific areas of work.

#### Reporting:

- Observe and report any changes and/or information pertaining to the well-being of clients or other Agency personnel to the Supervisor in a timely manner.
- Complete any required reports or documentation in accordance with the Agency's policies and procedures.

#### Administration:

- Complete documentation and reports in a professional format in accordance with the Agency's policies and procedures.
- Follow the Agency's guidelines for external documentation as needed.

#### Training:

- Attend and actively participate in training, orientation and in-service sessions offered by the Agency.
- Participate in all regularly scheduled Personal Support Worker meetings.
- Maintain up to date CPR /First Aid Certification training.

#### Health and Safety:

- Work in compliance with the Ontario Occupational Health & Safety Act and WSIB.
- Perform all tasks in a manner that promotes health and safety and reduces the risk of hazard to self and others.
- Use equipment, supplies and products as instructed by the Agency.
- Follow Best Practice at all times.
- Report any and all incidents/situations related to the health and well-being of others.

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#### **Job Specifications:**

- TransCare® In-home Services Program is designated to provide gender responsive support services/personal care to seniors and adults with challenges. To better serve the fast increasing male clientele, a male PSW is preferred.

- The job task requires the worker to have completed some form of certification (e.g. Personal Support Worker Certificate). Understanding of the job task is acquired through schooling, related life experience or is obtained within six months of on the job experience.
  - Experienced working with clients within the vulnerable sector.
  - **Availability: Applicant must be available to work all shifts**—overnights, days, evenings (up until 10:00pm) and weekends, as needed, to a maximum of 24 hours per work week and in accordance with the Union's Collective Agreement.
  - Able to attend training, orientation and in-service sessions offered by TransCare®.
  - Access to reliable modes of transportation; Driver's license and a good driving record are beneficial.
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#### **Attributes of the Successful Candidate Include:**

- Analytical skills to assess client's needs, functional level and ability to perform the Activities of Daily Living.
  - Time management skills to follow an established schedule.
  - Written communication skills to complete client's Progress Reports, Occurrence Reports and other required reports.
  - Interpersonal skills and the ability to communicate with clients, colleagues, Supervisors, Agency personnel and other health care professionals.
  - Demonstrate an understanding of the needs of seniors, persons with disabilities, caregivers and persons with an acute or chronic health condition.
  - Ability to speak a Second language an asset.
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#### **Work Conditions and Physical Capabilities:**

##### Mental Effort

Moderate intensity activities add up to an average of less than four hours per day, the HSW is able to take breaks when necessary.

Activities include:

- Concentration for writing reports and/or other documents on paper (i.e. Client Progress Notes).
- Listening and mental attentiveness when dealing with clients, volunteers, caregivers and others.

##### Physical Effort

Moderate intensity activities add up to an average of more than four hours per day. High intensity activities add up to an average of two to four hours per day, the HSW may not be able to choose when to take a break.

Activities include:

- Occasionally lifting and carrying loads under forty pounds.
- Regularly standing for extended periods of time.
- Regularly walking for a short period of time.
- Regularly positioning and transferring clients during assistance with Routine Activities of Daily Living.
- Occasionally holding the body in one position for an extended period of time.
- Regularly bending for an extended period of time.

Environment:

Conditions may cause some stress or physical discomfort due to moderate exposure to those items noted above or constant exposure to severe conditions. Typical conditions are such that a moderate risk of injury or harmful effect is possible.

Conditions in the work environment may include:

- Body fluids
- Soiled linens
- Infectious diseases
- Isolation
- Lack of privacy
- Multiple demands
- Distractions/interruptions
- Crowded conditions
- Varying work schedule
- Verbal abuse
- Physical abuse (including threat of)
- Noise (human or equipment)
- Odour
- Poor ventilation
- Smoke
- Chemical substances
- Dirt/dust
- Humidity/moisture
- Temperatures outside of the normal comfort level.

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**Job Application Instructions:**

Please submit your job applications via e-mail to [careers@tcare.ca](mailto:careers@tcare.ca), quoting the position to which you are applying to in the subject line, or via fax to (416) 646-3576. All applications will be held in strict confidence.

TransCare® is dedicated to addressing specific clients' needs including; gender, language and cultural requirements in particular, when providing personal care for older adults with challenges. Selection of personnel will be based on current clients' needs at the time of posting.

We thank you for your interest in applying to TransCare®; however only successful candidates selected for an interview will be contacted.

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**Disclaimer:**

*TransCare® Community Support Services is an inclusive and equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the Human Rights Code, the Accessibility for Ontarians with Disabilities Act, The Pay Equity Act, the Occupational Health and Safety Act, and all other applicable legislation.*

*The information in this description has been designed to indicate the general nature and level of work performed by employees in this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required by employees assigned to this job. The agency reserves the right to make changes to this position as business dictates.*