

## JOB POSTING

<b>Job Title:</b>	Personal Support Worker, Community Based	<b>Status:</b>	Full-time, 35 hours per week
<b>Department:</b>	Housing Department	<b>Union:</b>	Included (CUPE)
<b>Salary Rate:</b>	Start Rate - \$19.97/hr. Job Rate - \$20.82/hr. (Level 1)	<b>File #:</b>	18-HHS-08
<b>Posting Date:</b>	May 2, 2018	<b>Posting Close:</b>	4:00 PM – May 16, 2018

**Dixon Hall Neighbourhood Services** is multi-service agency located in the heart of east downtown Toronto. For 87 years, we have been touching the lives of thousands of our community's most vulnerable residents by providing a range of programs and services across every stage of life.

Dixon Hall's Housing Services Department has been providing shelter services for the homeless and vulnerably housed in the City of Toronto for more than two decades. We respond to the immediate housing needs of those who require our services and we also work with individuals to assist them in improving their overall quality of life.

Dixon Hall Neighbourhood Services is currently welcome applications for the position of Personal Support Worker, Community Based.

### **OVERVIEW:**

Reporting to the Manager, Housing Services, the Personal Support Worker, Community Based (PSW-CB), assists previously homeless senior residents who are frail or ill to complete activities of daily living. Following a pre-determined service plan, the PSW-CB provides supports that usually involve a combination of personal care and essential homemaking tasks. The PSW-CB may be required to work with clients who smoke or have pets in the home.

The PSW-CB also provides important companionship and emotional support. The PSW-CB is responsible for observing and reporting any changes in residents' health or social status and for keeping records of each resident's service plan. The PSW-CB should be capable of working with low income vulnerable seniors of diverse social, cultural, and language backgrounds with histories of homelessness, mental health and substance use.

### **DUTIES AND RESPONSIBILITIES**

#### **Personal Support Services:**

- Following the care plan, observe and report any substantial findings and/or changes in the client's behaviour and condition to the Supervisor or other appropriate member of the team.
- Assist with or complete personal care tasks such as bathing, dressing/undressing, toileting, skin care, mouth care, hair care, etc.
- Assist residents with ambulation needs including transfers, turning/positioning, and exercise.
- Assist residents with taking pre-measured medications.

#### **Essential Homemaking:**

- Completing household management tasks such as laundry, grocery shopping, bed-making, washroom cleaning, vacuuming, mopping and meal preparation.

**Communication:**

- Following the care plan, observe and report any substantial findings and/or changes in the client's behaviour and condition to the Housing Support Worker, Supervisor, Manager, or other appropriate member of the team.

**Record-keeping:**

- Document services provided by the end of each shift using system provided (i.e. computer, paper, and so on).

**Support Systems and Professional Development:**

- Attending staff meetings, performance reviews, and supervision meetings as scheduled.
- Participating in briefings to relief staff during shift changes.
- Attending in-house training opportunities as scheduled.
- Performing other duties and tasks within the purview of the job description.
- Undertake other tasks and responsibilities, as assigned from time to time, within the purview of the job description.

**MINIMUM QUALIFICATIONS**

- Personal Support Worker certificate or equivalent training and experience.
  - Nursing background an asset
  - Minimum of 1 year experience as a PSW (required); preference given to those with community-based experience.
- First Aid/CPR Certification.
- Experience in providing general care and support.
- Knowledge of home care services.
- Excellent interpersonal, personal care and household management skills.
- Strong English language skills, verbal and written communication skills; knowledge of other languages an asset.
- Knowledge of and skill in documentation of care provided.
- Knowledge of Gerontology and Mental Health issues an asset.
- Ability to respond and act quickly in emergency situations.
- Demonstrated ability to work both independently and collaboratively as part of a team.
- Previous experience working with homeless adults considered an asset.
- Previous experience working with seniors considered asset.
- Satisfactory Vulnerable Sector Police Records Check.

To apply, please email your resume and cover letter as a single Word or pdf document to [hr@dixonhall.org](mailto:hr@dixonhall.org) on or before **May 16, 2018 at 4 p.m.** quoting File #18-HHS-08 in the email "Subject" line.

Internal Applicants please mark "internal" on envelope and/or put same in the subject line if applying by email.

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted for an interview, please advise the hiring manager if you require any



accommodation during the interview process. The hiring process is governed by Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.