

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House and Neighbourhood Link Support Services.

**JOB OPPORTUNITY
Part-Time Personal Support Worker**

**Job #
N2017-14**

GENERAL DESCRIPTION:

Providing service to clients of the Supportive Housing Department. In client's homes, supportive housing buildings, group homes or a community setting, according to individual care plans. Such services may include, but are not limited to: personal care, activities of daily living, homemaking, escorts, walks, and pet care. This position will work Saturdays and Sundays from 4pm-12am. Additional shifts may occasionally be required based on department needs.

MAJOR DUTIES:

- Provide personal support. Such services include but are not limited to: grooming, bathing, dressing, feeding, peri-care, dental care, etc., and may include the performance of delegated acts.
- Provide assistance with activities of daily living (ADL's,) for example but not limited to: shopping with or without the client, meal planning and preparation, reminders of appointments, etc.
- Provide homemaking services, including but are not limited to: house cleaning, laundry, ironing, etc., and may include the care of household pets.
- Understand/facilitate the emergency plan and fire plan and respond professionally to all client/program emergencies. Attend trainings in health and safety and fire drills.
- Provide such other services within the care plan as directed.
- Assist with the planning, preparation and serving of meals for congregate dining, and for 10 clients in a group home setting.
- Report any physical and/or emotional changes in a client, or any changes in service requirements to the Manager or appropriate Community Worker(s).
- Complete and regularly submit reports of volunteer activity and services provided for clients; complete incident reports, and input data into the C.I.M.S. database.

REQUIREMENTS & QUALIFICATIONS:

- Personal Support Worker certificate or equivalent, registered under the PSW Registry of Ontario.
- Six months or more of related experience working with seniors, including those who are frail or who have cognitive impairments (dementia, Alzheimer's).
- Certification in CPR, First Aid and Food Handling would be an asset.
- Basic computer skills, experience in using C.I.M.S database preferred
- The ability to provide high quality, client focused service, delivered in a positive, professional, compassionate manner.
- Sensitivity to, and respect for the clients, their personal belongings and their living space.
- Familiarity with the safe use of household cleaning materials and equipment.
- The willingness and ability to work in multiple sites on a rotating schedule including weekends, evenings, nights, and statutory holidays if applicable.
- The willingness and ability to be contacted by cellphone and to occasionally work on short notice.
- Preparedness to experience occasional exposure to filth and contagious disease, second hand smoke, as well as irate and abusive persons.
- Preparedness to experience exposure to animals, especially dogs and cats, as well as their excrement and dander.
- The physical strength, stamina and ability to undertake frequent light to moderate lifting, occasional heavy lifting, and frequent walking, bending, stretching and pulling.

For a complete job description please contact Human Resources

Terms: This is a permanent part-time bargaining unit position

Hours of work: 15 hours per week; 4pm-12am Saturdays and Sundays

Pay Rate: Level 1, Step 1, \$28,963.00 annually, pro-rated to the hours of work

Posting Date: July 18, 2017

Internal Closing: July 24, 2017

External Closing: July 26, 2017

**To apply, submit your resume and cover letter with "N2017-14" in the subject line of your email or fax to
Human Resources, Neighbourhood Link Support Services, 3036 Danforth Ave, ON M4C 1N2
E-mail: tcandido@neighbourhoodlink.org Fax: 416 691-8466**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirements.