

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

JOB OPPORTUNITY
PERSONAL SUPPORT WORKERS (3 Positions)
Full-Time, 12-Month Contract

**Job # C-
2018-02**

GENERAL DESCRIPTION: Provides personal, palliative, housekeeping, respite and other services to the elderly, adults with disabilities and other vulnerable individuals in our community. The Personal Support Worker performs tasks of a confidential nature while providing services to a vulnerable, high-risk client population and is expected to comply with Confidentiality and Conflict of Interest Policies and privacy legislation.

MAJOR DUTIES:

- Provide personal care to clients in compliance with agency and/or funder Personal Support Worker Standard of Care (including but not limited to bathing, skin care, mouth care, routine activities of daily living where applicable, communication/socialization with client and family, toileting, transfers/lifts, dressing, grooming, feeding, etc.).
- Complete homemaking tasks and other duties as required (including but not limited to cleaning, laundry, shopping, errands, meal planning and preparation, escorts, fumigation preparation, seasonal cleaning).
- Document/record and handle client fees with timesheet; complete any documentation requests in a timely manner.
- Maintain and deliver accurate and complete timesheets.
- Communicate regularly with the Supervisor regarding client care concerns and promptly notify her/him of emergency and/or unsafe situations.
- Participate in ongoing staff meetings and educational sessions. Participate in the orientation of new Personal Support Workers.
- Communicate effectively with clients, family and/or significant others, agency office staff, stakeholders and members of the care team.
- Perform other duties, appropriate to the position, as required.

REQUIREMENTS & QUALIFICATIONS:

- A valid Ontario Personal Support Worker certificate.
- Excellent communication skills in English (oral, written, reading and listening).
- Ability to work independently and cooperatively within a team.
- Proven reliability and dependability.
- Ability to make sound decisions within the scope of the position.
- Culturally sensitive and knowledge of gerontology issues.
- Willingness to work with all age groups and individuals with special needs and illnesses/infections.
- Current CPR/First Aid & Vulnerable Sector Check within (last 6 months).
- Ability and willingness to travel in the community.
- Additional language skills an asset.

For a complete job description, please contact Human Resources

Terms: This is a bargaining unit 12-month, full-time contract position.
Pay Rate: Start rate: \$18.85/hr, Job Rate: \$19.46/hr.
Hours of Work: 35 hours per week, covering 24/7 shifts including evenings, nights, weekends and statutory holidays.

Posting Date: Jan. 29, 2018 Internal Closing: Feb. 4, 2018. External Closing: Feb. 9, 2018

**To apply, submit your resume and cover letter with "C2018-02," in the subject line of your email or fax to
Human Resources, Central Neighbourhood House, 349 Ontario St., ON M5A 2V8
E-mail: careers@cnh.on.ca Fax: 416 925-1545**

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.