

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

**JOB OPPORTUNITY
RELIEF PERSONAL SUPPORT WORKERS**

**Job #
N2018-03**

GENERAL DESCRIPTION:

Responsible for providing personal support services 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.

MAJOR DUTIES:

1. Provide personal support services which include, but are not limited to: grooming, bathing, dressing, feeding, peri-care, dental care, etc., and may include the performance of delegated acts.
2. 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.
3. Provide homemaking services, including but are not limited to: house cleaning, laundry, ironing, etc., and may include the care of household pets.
4. 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.
5. Provide such other services within the care plan as directed.
6. Assist with the planning, preparation and serving of meals for congregate dining, and for clients in a group home setting.
7. Report any physical and/or emotional changes in a client, or any changes in service requirements to the Manager or appropriate Community Worker(s).
8. 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.
9. Perform other duties, appropriate to the position as required.

REQUIREMENTS & QUALIFICATIONS:

- Valid Personal Support Worker certificate.
- Six months or more of related experience working with seniors, including those who are frail or who have cognitive impairments (i.e. 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.
- 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.
- Willingness and ability to be contacted by cellphone and to occasionally work on short notice.
- Preparedness to experience occasional exposure to filth and contagious diseases, second hand smoke, as well as irate and abusive persons.
- Fluency in another language, preferably Mandarin or Cantonese would be an asset.

This is a brief summary, for a complete job description please contact Human Resources.

Terms: This is a bargaining unit relief position.
Pay Rate: 17.85/hour.
Hours of Work: Variable hours covering 24/7, including days, evenings, overnights, 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 "N2018-03," 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.