



JOB POSTING

RE-POST

Title: Personal Support Worker
Reports to: Home and Community Care Nurse manager
Terms: Full-time (including possible evenings/weekends/holidays)
Hours: 35 hours per week
Salary: \$19.39 - \$20.39/hr, dependent on qualifications
Location: Client Homes

Position Summary:

Working Conditions:

The HCCW must be able to work flexible hours within the Elders' Facility and in client's homes within the community. They will be exposed to many personal situations and must keep client information confidential. HCCW's must be in good physical health in order to complete their duties and responsibilities. The HCCW may experience low to medium stress levels when dealing with clients and/or the families of the clients

Duties:

- Logs daily work activities, time spent with each client and specific work performed, in accordance to plan of care;
- Respite/relief to caregivers within the family from their caregiving responsibilities;
- Child care in instances where a client cannot look after their child or children due to illness or accident, a disability or short-term absence to obtain treatment;
- Housekeeping which may include assisting with or undertaking light house cleaning (i.e. cleaning refrigerator, emptying garbage, taking garbage to the road on pickup day, cleaning/organizing cupboards, tidying/cleaning rooms including vacuuming, sponge mopping, dry mopping and dusting, cleaning windows (inside), cleaning stove/oven, mending of clothes, washing and ironing clothes, seasonal cleaning, etc. Heavy lifting is not to be completed by the PSW;
- Meal preparation in the home for the client including special diet requirements;
- Available during regular bathing routine (tub, bath or shower) carried out by the client themselves;
- Bed/sponge bathing (including hair) or bathing while sitting on the toilet seat or in a chair;
- Providing hand and foot care (using of emery board and lotions);
- Assisting with regular mouth care, hair setting, shaving (electric razor only);
- Providing assistance with routine activities of living such as: walking and negotiating stairs, using crutches, walkers, canes and other adaptive aids, moving the client from lying to sitting position and/or from one location to another;
- Providing simple, non-nursing bedside care and supervision (with appropriate training and under direction of a physician or nurse) examples such as: assisting with the use of a bed pan, urinal or commode, assisting client who is incontinent of bowel or bladder including diaper changing, overseeing/monitoring clients self-administration of medication;
- Injections and medications are **NOT** to be administered by the HCCW. Cases may be handled by client, family member or VON. Injections and medication should also be logged. The HCCW may store any medication in a safe and convenient location for the client;
- HCCWs are NOT responsible for providing transportation for the client;
- HCCWs are to have an annual medical examination (at their own expense) that they are in good health and physically fit to perform the duties of a HCCW;
- First Aid Certified must be renewed every three years and CPR renewed annually, at the HCCWs' own expense (copy to be provided to Nurse Case Manager)

Qualifications:

- Personal Support Worker Certificate
- Grade 12 or G.E.D. equivalency Food Handlers Certificate
- First Aid/CPR Certificate
- Good physical condition Class G driver's license and access to own transportation
- Proof of Insurance
- Able to work in client's homes & Elders' Facility
- Flexible and dependable
- Excellent verbal and written communication skills Excellent organizational skills
- Friendly and outgoing nature
- Able to work with minimal supervision
- CPIC including vulnerable sector screening upon hiring at PSW's own expense

Applications **MUST** include:

- Current cover letter
- Current resume
- Three names (not letters) of references with telephone numbers or email addresses (one must be current or most recent employer)

DEADLINE DATE: Friday, August 27th, 2021 @ 4:00 p.m.

(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Applications will be received:

At Office: Human Resources Manager 519.797.2781 ext. 1110

By E-Mail: joe.wesley@saugeen.org

By Mail: Attn:Human Resources, Saugeen First Nation #29, 6 Cameron Dr., Southampton, ON N0H 2L0