

JOB DESCRIPTION

POSITION:	PERSONAL SUPPORT WORKER		
DEPARTMENT:	Huron Lodge	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543195
HOURS OF WORK:	40.415	GRADE/CLASS:	0.11
SHIFT WORK REQ'D:	Yes		

DUTIES:

Under the direction of Registered Staff; is responsible for the quality of nursing care provided to meet the physical, emotional, social and spiritual needs of the residents of Huron Lodge; participates in restorative care programs to ensure that residents are given the opportunity to reach their optimal potential and well-being in activities of daily living; maintains accurate documentation reflecting the residents' condition and care provided by the Personal Support Worker; observes and reports changes in a residents' physical and emotional condition promptly to the Registered Staff; must be aware of the Residents' Bill of Rights and endeavour to respect and promote such; assists in the formation of the resident care plans which detail how care is to be provided for each individual resident; performs personal care and selected nursing measures to promote the comfort and safety of the resident; communicates in a respectful manner with residents, families and co-workers; assists in maintaining a tidy and clean environment; performs duties detailed in Huron Lodge's Policy and Procedure Manuals, as well as duties as assigned per the Emergency Preparedness Plan; attends in-service training. All influenza vaccine/outbreak protocols must be followed on a yearly basis. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required. Will be required to work a normal work week consisting of Sunday through Saturday. The workday shall include a meal period of thirty minutes and shifts shall be as follows or other approved schedules: Day: 6:55 a.m. - 3:00 p.m., Evenings: 2:55 p.m. - 11:00 p.m., Night: 10:55 p.m. - 7:00 a.m.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post secondary school education from a Community College in a Healthcare program, or Ontario Ministry of Education equivalency. In accordance with the Long Term Care Homes Act, 2007, (LTCHA), Reg. 79/10, post secondary education must be either:
- A Personal Support Worker Certificate (from a Community College) that meets the vocational standards established by the Ontario Ministry of Training, Colleges and University and having completed a minimum of 600 hours in duration (includes class time and practical experience) OR
- A Registered Practical Nurse with the skills and knowledge to perform the duties of a personal support worker (must provide Community College Diploma or University Degree and current registration as a Registered Practical Nurse with the Ontario College of Nurses plus proof of pharmacology component OR
- A Registered Nurse with the skills and knowledge to perform the duties of a personal support worker (must provide Community College Diploma or University Degree and current Certificate of Registration as a Registered Nurse with the Ontario College of Nurses, inclusive of the pharmacology component);
- Must have over three (3) months of experience in a health care setting;
- Must possess excellent written and verbal communication skills;
- A mature person who can demonstrate sensitivity to resident needs and who has a good understanding of long-term care programs and related legislation;
- Current HeartSaver Certificate and First Aid Certificate will be deemed an asset;
- Proven commitment to ongoing education, training and development will be considered an asset;
- Related community and volunteer experience is a definite asset;
- Additional language skills are a definite asset;
- The physical demands analysis associated with this job indicates a medium level of work;
- Must complete a post-offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment,



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selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.