

**Position:** Full time Personal Support Worker  
**Location:** Cornwall/Morrisburg

The Personal/Home Support Worker provides personal support and homemaking services to individuals and families in the home within the framework of Carefor policies, procedures, standards and quality & risk management. Collaborates with all members of the health care team to meeting the needs of individuals and attain an optimal level of independence and well being.

**Qualifications:**

- Certificate in Home Support Worker (Level II, III), Personal Support Worker program or Health Care Aide
- Registration with the Personal Support Network of Ontario
- Current Standard First Aid Certificate
- Current CPR level C Certificate
- Household management experience
- Experience working with elderly or ill individuals or children
- Must be able to communicate well, both written and verbal
- Good assessment skills
- Ability to take direction well
- Ability to work independently
- Ability to adjust to working in different social and economic environments
- Driver's license and vehicle

**Responsibilities:**

- Observes and evaluates the individual's/family's home, personal situation and client/family care plan to determine if any need for change in the personal support care plan is required and whether the individual's/family's needs have been met and advises coordinator or Supervisor accordingly
- Contributes to the development of the client's Care Plan; which is created by the Personal Support Program Supervisor. The written Care Plan is initiated with information collected from the funder (CCAC, insurance company, etc), the supervisor, coordinator and the client/family. Any changes to the care plan must be implemented with the coordinator or supervisor for safety, liability and financial reasons.
- Performs personal support tasks reflecting the needs of the individual/family. Tasks may include:
  - light cleaning, additional cleaning in some instances (MOHLTC Clients)
  - meal set-up or planning and preparing nutritious meals including special diets
  - laundering of clothes and linens, including occasional ironing and essential mending of clothing; laundry for incontinence
  - monitoring and maintaining household safety
  - providing personal care which could include bathing, mouth and skin care, dressing and grooming, assistance in walking and transfers, climbing or descending stairs, feeding, exercises and bedside care

- perform delegated tasks (e.g. applying prescription ointment) where required, under the direction of the supervisor or another Professional (RN, PT, OT)
- recognizing the social and emotional needs of clients and dealing with them effectively
- providing respite care
- providing child care as required for family relief
- accompanying clients on outings or to appointments as necessary
- shopping for client as required
- planning and organizing each day's activities, setting priorities for personal support and other activities, to effectively utilize time, energy, supplies and equipment
- completing assignments in the assigned length of time
- Receives direction and assignments from the coordinator or supervisor by phone, voicemail or in person
- Consults with the coordinator or supervisor regarding assignment changes, referral changes/differences and other pertinent information
- Reports verbally to the supervisor or coordinator any changes in the individual's/family's personal support needs or home situation requiring a change in the care plan
- Completes daily call checks, and forms as required, to maintain the effective and efficient operation of the Personal Support Program
- Observes the client's pattern of communication and relating and reports changes/concerns to the supervisor or coordinator
- Utilizes verbal and non-verbal communication skills effectively with the client/family
- Communicates verbally with appropriate members of the health team regarding the management of the client's/family's homemaking, physical, and emotional needs and informs the supervisor or coordinator of any changes or concerns
- Relates to, and shares with, other members of the health team within and outside the Branch in a professional and timely manner
- Consults with the supervisor when unable to resolve difficulties with a client or team member or when requiring clarification about an issue
- Listen to voice mail message regularly and responds promptly when required
- Functions and reports in compliance with the Occupational Health and Safety legislation, regulations, and Carefor policies and procedures
- Participates in health and safety training including WHIMS and applies this knowledge in the workplace
- Wears and uses any/all protective equipment or clothing provided by Carefor and does not interfere with protective devices so as to change or negate their functions
- Reports the absence of or defect in any equipment or protective device of which he/she is aware and which may endanger him/herself, another worker or the client
- Reports any violations of the Health and Safety Act or the regulations, or the existence of any hazard to their supervisor or coordinator
- Does not use or operate any equipment, machine, device, or work in a manner that may endanger him/herself another worker or any client
- Ensures all workplace incidents are reported in a timely manner in accordance with legislation, and Carefor policies and procedures for workplace injuries and incidents

**What we offer you:**

- Competitive wages (in addition to the Provincial government wage enhancement)
- Defined Pension Plan with the Healthcare of Ontario Pension Plan (HOOPP)

- Paid professional development and training
- Employee Assistance Program
- Employee Assistance Program
- Sick days
- Vacation days
- Group healthcare benefits
- Employee assistance program

**Anticipated Start Date: ASAP**

**Pay Range: \$19.67- \$24.59 per hour**

**Interested applicants should send a resume and cover letter to [talentacquisition@carefor.ca](mailto:talentacquisition@carefor.ca).**

**Carefor values equity, diversity, and inclusion in all its forms and recruits qualified individuals at all occupational levels that reflect the diversity of our clients and our community. We are committed to providing inclusive, barrier-free recruitment and selection processes and a work environment that supports our diverse workforce. If you require accommodations at any stage of the recruitment process, please let your TA Coordinator know or contact us in confidence providing notice in advance. All requests for accommodation will be considered in a fair and objective manner that will ensure applicants are treated with respect and dignity.**