



JOB POSTING

Helping Hands Orillia, Ontario, Canada

Helping Hands provides community support services to seniors and adults with physical disabilities. We offer a supportive work atmosphere, focusing on teamwork and personal growth, competitive wages, mileage and paid travel time.

If you are looking for the opportunity to support older adults and adults with physical disabilities in our community and enable them to live independently in their own homes, then join our Helping Hands team!

Personal Support Worker

Position Overview:

The Personal Support Worker (PSW) will work cooperatively and professionally with other healthcare providers, other agency staff and Helping Hands staff to provide personal support services to clients, as directed by the organization. Personal support services include, but are not limited to bathing, dressing, and grooming clients, emptying bed pans and toiletry duties. Other responsibilities will include preparing meals, the serving of meal trays, and aiding in feeding clients, making beds, and housekeeping client's living space or areas. Housekeeping services include, but are not limited to, dusting, vacuuming, and mopping, limited pet care, laundry, bathroom cleaning and disinfection duties.

The Personal Support Worker will also assist clients in their daily activities, physical exercise, and will move clients in wheelchairs or other mobility aids. This role will support organizational policies and procedures, health and safety initiatives, and client needs. The PSW will ensure all administrative functions are conducted in a timely and efficient manner, meeting all organizational requirements with respect to deadlines and policies/procedures, including submitting accurate timesheets, assessments, incident reports and other documentation. This position is required to report any issues, concerns, and activities to their supervisor in a timely fashion and to support the department in any way needed to meet client needs.

Job Title: Personal Support Worker (Unionized Position) – This is a permanent, full time position

Location: Orillia and Couching Region, Muskoka Region. This position will require travel from one client's home to another. We also have positions in our Transitional Bed Sites, usually working primarily in 2 out of 4 site locations, but with the ability to work in any site if needed. Please contact us for details.

Shift: A variety of shifts may be required including days, evenings, holidays, and weekends.

Required Qualifications:

- A PSW Certification or greater from a recognized institution; or equivalent education; or a minimum of 2 years' experience in a Personal Care setting working with seniors
- Ability to effectively communicate both verbally and in writing
- Maintain a current First Aid/CPR, class C or HCP level Certification, or greater
- Maintain own current driver's license (G or equivalent)
- A Driver's Abstract clear of uninsurable convictions
- Maintain own operable and appropriate vehicle
- Maintain own auto insurance policy with a minimum of \$1,000,000 liability coverage with a 6A endorsement (permission to carry passengers for compensation)
- Current, clean criminal record check including vulnerable sector check
- Certification in food safety awareness is considered an asset
- Computer proficiency, with knowledge of assessment software
- Proven ability to multi-task, prioritize and work in a fast-paced work environment
- Must have the ability to plan, organize, develop, implement, and interpret the existing and new programs, goals, objectives, policies, procedures, etc.
- Ability to work well independently
- Awareness and respect of cultural diversity of clients
- Knowledge and sensitivity to individuals with disabilities and disorders
- High level of integrity, confidentiality, and accountability.
- Able to provide proof of full Covid-19 vaccination status

Description of Duties and Authority:

- Protect and promote the welfare, dignity, and individual rights of our clients at all times
- Provide personal care duties, as assigned
- Adhere to the goals, policies, and aims of Helping Hands in all activities
- Conduct Home at Last (HAL) functions and duties, as instructed
- Provide housekeeping duties, as assigned; ensure the client's surroundings and personal effects are clean, tidy and serviceable
- Take client's blood pressure and temperature
- Assist with medication cuing, ensuring proper tracking and documentation
- Ensure safety protocols and procedures are adhered to at all times; promote safe work activities by participating in safety initiatives, training and attending safety meetings, as needed. This may also include acting as the Employee Safety Representative for the organization
- Participate in regular training modules
- Adhere to Scope of Practice as a PSW
- Any other duties, as assigned

Total Compensation and Benefits:

- Competitive Wages
- Paid Orientation
- Benefits Package
- Paid Mileage at \$0.42/km, in addition to paid travel time
- Employee Assistance Program (EAP) offered through LifeWorks

Please apply by sending your email to barb@hhorillia.ca or visit our website at www.helpinghandsorillia.ca

Helping Hands is an equal opportunity employer. We are committed to ensuring equal and full participation for all applicants during the recruitment and selection process.

We thank all applicants for applying, however, only those selected for an interview will be contacted