



Personal Support Worker Employment Opportunities

The Steer Friends Day Program is a non-profit organization for individuals with disabilities in Stouffville, On. We are currently accepting applications for Personal Support Workers for immediate employment.

The Personal Support Worker is a front-line role, providing supervision, care and developmental programming for clients who have complex medical needs, in a program setting for Steer Friends.

A key responsibility of this role is to support clients by providing the personal care and activities of daily living for at Steer Friends. As well as assisting with the program facilitation, supervision, care and programming development. The role also provides the vital responsibility as the primary support to the clients in the care of Steer Friends acting at all times for the client's health and best interest.

Reporting to the Executive Director, the Personal Support Worker works as a part of a multi-disciplinary team including Registered Practical Nurses, the Director, Programs & Professional Practice, and the Steer Friends leadership team to ensure the highest quality of care and service delivery to the clients receiving service from Steer Friends

Responsibilities:

- Provide for the daily living needs of clients by maintaining a safe environment with appropriate attention given to individual health, nutrition, hygiene and programming;
- Provide and assist clients with personal care, nutrition and hygiene duties;
- Maintaining inventory levels of client supplies related to their personal care;
- Documentation of personal care needs including toileting, feeding, medication and incident reports;
- Responsible for cleaning and disinfecting the physical environment, as aligned with the Steer Friends policies and procedures, recording any concerns and documenting that cleaning has been completed as needed/specified;
- Assisting Program Coordinator with programming plans, activities and facilitation;
- Respond respectfully and effectively to people of all cultures, classes, races, ethnic backgrounds, sexual orientation and faiths and religions in a manner that recognizes, affirms and values the worth of individuals, families and communities;
- Uphold a high standard of proper conduct and professionalism;
- Cooperate in maintaining complete and confidential program records for each client in care;
- Administer medications and maintains logs on all medical administration;
- Follow all health directives as assigned by health/medical professionals and the Client Care Plan;
- Attend employee meetings, training and education opportunities, and appointments as required;
- Cooperate with all employees in establishing a supportive working environment in the program setting;
- Follow all policies and procedures, established by the organization as they pertain to the operation of a location, including the health, safety and welfare of clients in care;
- Follow all policies and procedures, established by the organization as they pertain to employee conduct and performance;
- Participate in professional development opportunities;
- Follow Health and Safety policies that are set out at Steer Friends
- Demonstrate a positive "health and safety" attitude, and reports any hazards to the Executive Director that the employee observes;
- Any other duties as assigned.

Requirements

- Personal Support Worker certificate
- Criminal Record Check with Vulnerable Sector Screening.
- Proof of COVID-19 Vaccine – minimum 2 doses
- Excellent organizational skills
- OPSWA Membership preferred
- Previous experience working with developmental and physically disabled persons is preferred
- Valid First Aid and CPR Training
- Strong written and verbal communication

