

SOUTH ESSEX COMMUNITY COUNCIL
POSITION DESCRIPTION
Job Posting #2019-04

POSITION TITLE: COMMUNITY SERVICE-PERSONAL SUPPORT WORKER-(TEMPORARY PART-TIME)

POSITION SUMMARY: Under the general direction of the Community Services Department Coordinator and Community Service Program Leader, the Direct Service Worker-PSW assumes the following duties and responsibilities:

- Assist with the planning and administration of appropriate activities for clients according to their individual abilities and interests
- Assist clients with their mobility and do so in a safe and approved manner
- Monitor clients' abilities, health and attitude, and record significant changes in clients' capacities.
- Maintain client files and records
- Assist with the organization and supervision of clients on outside outings. Ensure proper supervision
- Serve snacks and meals to clients, giving attention to dietary requirements
- Assist with housekeeping duties as assigned
- Maintain clean and organized facilities
- Work cooperatively with staff and volunteers in the Adult Day Away Program
- Liaise with Sun Parlour Home staff (kitchen, maintenance, activation) on issues regarding program delivery and facility use
- Liaise with Community Services, especially Transportation Services and Foot Care Clinic
- Participate in Community Services Staff and SECC Staff meetings
- Deliver social-recreational activities and services in the community
 - May include social-recreational program development and delivery in a congregate public setting (i.e., group outings and field trips, congregate dining, group activities, etc.)
- Perform other duties as assigned

QUALIFICATIONS:

Community College Diploma in Personal Support Worker

AND

Minimum one to three years of demonstrated experience working with seniors and persons with disabilities in a social-recreational or long-term care setting

ADDITIONAL SKILLS:

- Safe Food Handler Certificate
- Knowledge of and experience working with persons who have dementia including Alzheimer's Disease or a related dementia and/or chronic health conditions or comorbidities
- Demonstrated verbal and written communicational skills and proficiency in the English language
- Basic to intermediate computer and technology skills including smart phones
- Valid driver's licence and full access to reliable transportation
- Experience working with the public in a customer service capacity
- Ability to work in environment prone to disruptions
- CPR Level C and First Aid
- Vulnerable Sector Police Record Check
- Able to meet the basic physical demands of the job

HOURS AND SALARY:

- 0 to 23 hours per week, flexible hours may be required depending on the needs of the program
- Rate of pay in accordance with CUPE 4523 Collective Agreement
- Temporary placement to cover Leave of Absence ending around April 30, 2019

EXPECTATIONS:

- Provide courteous, supportive and professional service at all times to clients, coworkers and community partners
- Be attentive to detail and able to meet deadlines
- Expected to provide coverage for other positions as required
- Work as part of a team and contribute to the smooth operations of the program
- Assist with the collection of client/program activity statistics
- Able to work in a busy and changing environment; capable of multi-tasking and of dealing with constant interruptions
- Communicate effectively and in a timely manner with clients and other staff
- Sensitive to the diverse needs to clients from various backgrounds
- Work independently and co-operative in a multi-disciplinary situation

**INTERNAL/EXTERNAL POSTING
WITHOUT PREJUDICE**

Please submit resumes by 8:30am.

Tuesday, February 19, 2019:

Jennifer Moore

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Manager of Human Resources

PLEASE NOTE:

Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity.
- Should you require an accommodation at any part of the application or interview process, please advise the Manager of Human Resources