



JOB POSTING: On-Call Position Personal Support Worker

JOB SCOPE: The Alderville First Nation is seeking energetic and dedicated individuals to fill the position of **Personal Support Worker (PSW)**. The PSW will ensure that the needs of eligible clients are being met in a timely and appropriate manner of service delivery through coordination and advocacy of all available services. This position reports directly to the Home & Community Care Coordinator.

Duration: This is a **casual on-call position** suited to your flexibility with no set schedule or guaranteed hours. Shifts will be available on an as needed basis. Occasional evening and/or weekend shifts may be required.

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is **\$17.84 per hour**; mileage compensation is provided for travel between clients.

Duties & Responsibilities:

Key activities:

- Provide supportive care to clients in the community including but not limited to respite relief for clients and caregivers and comfort care for clients at end of life
- Provide personal care such as bathing, bedside bath, dress and undressing, mouth care, peri care.
- Assess client for any change in health and report to supervisor immediately
- Assist with range of motion
- Provide assistance with safe mobility transfers
- Remind clients to take medications
- Monitor client blood pressure using electronic blood pressure monitor as directed by supervisor
- Provide home management such as light housekeeping, laundry, organizing
- Provide meal preparation and planning as determined by supervisor; assist with client meal service and delivery as required
- Accompany clients to community programs and or appointments

Charting and Record Keeping:

- Maintain and complete PSW charting record (flow tick charting and progress notes) for each client at each visit.
- Maintain accurate record of daily visits and mileage from first client to last client of each day and submit record in a timely manner
- Maintain exact record of hours worked, complete accurate time slips for each client and forward to the Home and Community Care Coordinator RPN in a timely manner

Related and other duties:

- To attend educational seminars, training pertaining to caring for those in the community as assigned by the Home and Community Care Coordinator
- To assume and take on other duties as assigned by the Home and Community Care Coordinator

Minimum Qualifications:

- Personal Support Worker certificate;
- CPR, First Aid and AED; ongoing renewal as required to maintain current certification;
- Flexible to work varied shifts throughout the week including weeknights and/or weekends as may be required;
- Must be physically fit to lift as required;

- Must have valid Class 'G' driver's license with reliable method of transportation;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

Specialization required:

- Knowledge and understanding of Native culture, traditions, teachings, community dynamics an asset
- Understanding, sensitivity and respect of Anishinaabe spirituality, healing and traditional ways an asset
- Palliative Care training or willingness to obtain

Deadline to Apply: Open until positions are filled; targeted close date is Monday, July 23, 2018.

How to apply: Applications **must** include a cover letter, resume and three work-related references and/or letters of reference.

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mail to: mlevesque@alderville.ca

Fax to: (905) 352-3242

Mail to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque

RE: PSW

For full job description, contact Malcolm Ponnayan, Health & Social Services Manager at (905) 352-3766 or Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.