

Eastholme – Home for the Aged

JOB DESCRIPTION



Position Title: Personal Support Worker	Reports to (Direct): Director, Nursing and Personal Care
Department: Nursing	Classification: CUPE
Hours per Week (regularly scheduled hours): 40 hours per week – Full-time Less than 30 hours per week – Part-time	Schedule: Days, Evenings, Nights, including weekends
Effective Date: April 2023	Supersedes: Nursing Aide/ Orderly
Position Synopsis and Purpose (An overview of the job and how it connects to the big picture)	
Under the direction of the Director, Nursing and Personal Care, the Personal Support Worker (PSW) will perform personal care and selected nursing functions to promote the comfort and safety of all residents of Eastholme. When the Director is not available, instruction will be taken from the Assistant Director(s) of Care, Registered Nurses, and/or any other qualified person, as may be assigned.	
Major Responsibilities (include but are not limited to): (What does this job do and how is the time allocated)	
All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.	
<ul style="list-style-type: none"> • Perform all duties and responsibilities as assigned in the nursing department. • Observe, report and record changes in residents' physical and emotional conditions and assist with the maintenance of records reflecting the condition and care given for each resident. • Make routine rounds with the Registered Nurses (RNs). • Take residents to and from activities, appointments, and co-operate at all times in aiding with social, religious, and recreational activities. • Assist with meal serving, feeding and ensuring that residents requiring assistance receive it. • Provide palliative care, including post-mortem care when necessary. • Check equipment routinely for maintenance/repairs. • Share the responsibility for the care of equipment in the facility and personal belongings of the residents. • Show others how to perform tasks and duties. • Communicate and co-operate satisfactorily with residents, family members, volunteers, staff and others. • Attend in-service and Staff Development Programs and nursing staff meetings. • Comply with the Fire, Health and Safety Regulations and attain proficiency in the methods of sounding the fire alarm, fire evacuation procedures, proper use of fire extinguishing equipment, and other procedures designed to ensure the security and protection of the residents of the Home. • In the event of an emergency perform other duties as may be assigned. • Work in compliance with the Occupational Health & Safety Act, practicing and promoting safe working habits, performing duties in a safe manner and follow all relevant policies, procedures, and legislation. This shall include wearing appropriate PPE as required. • Maintain confidentiality in accordance with all applicable privacy and protection legislation. • Perform other related duties as required. 	

Skills, Experience and Qualifications:

(What an applicant is expected to bring to the role in terms of Education (Degree/ diploma/ certifications), Experience, Knowledge, Skill, and Ability)

- Personal Support Worker Certificate (8 month) or other qualifications as may be noted in Section 52 of Ontario Regulation 246/22 for the *Fixing Long-term Care Homes Act, 2021*, or equivalent.
- Previous experience working in Nursing in a Long-term Care setting.
- Ability to satisfactorily operate nursing equipment.
- Mature person in good physical and mental health.
- Ability to work and communicate with the residents, staff and others.
- Ability to speak, read, write and understand English.
- Proven ability to follow an established work procedure/ schedule and complete all assigned tasks within the timelines as set out, with minimal supervision.
- Ability to work any of the scheduled shifts (Days, Evenings, Nights), including weekends – shift patterns may be changed to meet operational needs in the Home.
- Must provide a complete and current (within six months) Vulnerable Sector Check (including a Criminal Background Check) or be willing to obtain one prior to start date.
- Must be willing to obtain any, and all, required immunizations as set out by legislation or regulations.

Position Classification

(Where this position fits with the rest of the organization – Organizational Chart with up/down reporting relationships)

