

**INTERNAL/EXTERNAL JOB POSTING #19-11
PERSONAL SUPPORT WORKER (PSW) – VARIOUS POSITIONS**

**Caledon Community Services is Hiring PSWs
to join our Health Services Team.**

Position Types: Various Positions Available

Deadline to Apply: May 31, 2019

Agency Overview:

Within our own five community service locations, six Peel Living buildings, and throughout the entirety of the Town of Caledon, Caledon Community Services (CCS) is helping shape the future of a caring and engaged Caledon community. A community builder since 1971, our many programs and services address community needs in a uniquely challenging and increasingly diverse community in the GTA. CCS is home to Caledon's only accessible transportation program, the Exchange Community Hub that includes food supports and a range of activities, the Caledon Specialist Clinic, and personal support services for seniors. We offer settlement services and language classes for newcomers and comprehensive employment services for job seekers and local businesses. We provide paid training programs for Caledon youth as well as exciting internships and volunteer opportunities. Finally, we open our doors to the community daily within our two fabulous retail shopping destinations that support all of our programs. The breadth of our services makes for compelling opportunities to attract new friends and raise support for our work. Learn more at ccs4u.org.

Position Overview:

Within a residential or community setting the PSW works closely with Assisted Living clients residing in the Caledon area to provide individualized, flexible daily living supports. Service is delivered in a setting where PSWs are required to work alone and provide care independently, that support the individualized care plan goals for each client.

Summary of Responsibilities:

- Assists with scheduled and unscheduled ADL's and IADL's daily;
- Provides emotional support and preventative care that promotes client health and well-being through active listening, reassurance checks and activation events;
- Demonstrates a positive, customer service attitude, ability to gently persuade clients to comply with care delivery;
- Demonstrates a professional, calm demeanor when dealing with challenging clients;
- Provides emergency response to clients requiring assistance;
- Ensures program integrity and client safety by strictly complying with Assisted Living Policies and Protocols such as health care plans, work schedules and medication reminder protocols, client confidentiality requirements and maintaining related documentation;

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Working for you





- Demonstrates proficiency with completing documentation and report writing in a computerized environment;
- Excellent communication skills (written and verbal);
- Participates in regularly scheduled staff meetings designed to facilitate open communication, program issues identification, case review, and problem solving and policy advice;
- Develops and maintains good working relationships within the work team and with other service providers;
- Acts in a manner consistent with CCS Vision, Mission and Values, thus building trust and confidence among clients and the community.

Summary of Qualifications:

- PSW certificate with proven ability to provide personal care
- GPA or U-First Training an asset
- Valid drivers' license, use of a road worthy vehicle, able and willing to travel within Caledon in all seasons and varying weather conditions
- Must carry a minimum of \$1,000,000 vehicle liability insurance
- Clean Criminal Records Check – Vulnerable Sector
- Up to Date Immunizations (Proof of TB Test)
- Valid Standard First Aid/CPR Level C certification required
- Knowledge, skills and experience working with frail/chronically ill and/or vulnerable individuals including some with cognitive impairment due to early dementia, mental health issues, etc.
- High level of patience, compassion and respect for vulnerable clients and a positive customer-service attitude
- Demonstrated ability to function well in a team oriented work environment
- Strongly developed communication skills, time management skills and experience handling clients with responsive behaviours
- Proficiency with Microsoft Office, Excel and Outlook a must, experience working in Goldcare an asset
- Awareness that CCS provides PSW services 24 hours per day, 7 days per week (including Statutory Holidays) and flexibility to work varying shifts as needed
- Awareness of and in agreement that while the incumbent may be assigned a 'primary' work location, CCS reserves the right to redeploy staff to other work locations throughout the Caledon area based on service delivery needs that may change from time to time for various reasons including (but not limited to): demand for service, new funding agreements, operational requirements, etc.
- Fluency in spoken and written English a must

For details regarding available positions, please contact Human Resources at recruit@ccs4u.org. Interested applicants can apply by forwarding an updated resume and cover letter via e-mail to recruit@ccs4u.org or fax to 905.951.2303 by **May 31, 2019. Please cite competition #19-11.**

Applicants are strongly encouraged to apply early; interviews will be conducted throughout the competition process.

We thank all applicants for their interest but will only be contacting those selected to attend an interview. CCS is an equal opportunity employer encouraging applications from qualified individuals from diverse groups including Indigenous peoples, visible minorities, persons with disabilities, persons of all sexual orientation or gender identity and other grounds identified under the Ontario Human Rights Code. CCS will provide information and/or accommodation pertaining to this job posting and/or the recruitment process in an accessible manner upon request.

