

SCHEDULE 'A' – JOB DESCRIPTION

JOB TITLE:	PERSONAL SUPPORT WORKER
PRIMARY FUNCTION:	The Personal Support Worker will be responsible for providing support services for seniors and persons with disabilities who are clients of Temagami First Nation's Home and Community Care program. The purpose of this position is to assist clients with daily living activities and enhancing client's ability to remain independent for longer which will allow them to remain in their home and community.
REPORTING RELATIONSHIP:	This position reports to the Home and Community Care Coordinator.

CORE COMPETENCIES:

Accountability

- Ability to maintain proper documentation including daily progress reports for every client.
- Maintain accurate and up-to-date records.

Service Orientation

- Be empathetic and sensitive to the needs of clients.
- Prepare and organize Elder's luncheon and drop-ins as required.
- Assist clients with bathing: shower, sponge bath, tub bath and bed bath and attend to personal hygiene needs as requested.
- Provide transfers and mobility as required by the service care plan, or as requested.
- Plan and prepare nutritious meals including special diets as required by the client's care plan or as requested.
- Change non-sterile dressings as requested with the supervision of a Nurse.
- Support exercise including active range-of-motion according to care plan.
- Complete light maintenance as it pertains to housekeeping including but is not limited to indoor/outdoor painting, putting up curtains, etc.
- Extensive driving responsibilities and ability to drive in inclement weather as required.
- Measure and record client's blood pressure, temperature and pulse as noted in the client's care plan.

Other Duties

- Assist other members of the Home and Community Care department with client care as requested.
- Other duties as required in relation to the Personal Support Worker position.

QUALIFICATIONS

- **REQUIRED:** Personal Support Worker certificate or other health sciences related degree, diploma, or certificate.
- **REQUIRED:** Minimum of 1 (one) year of experience in the health care industry.
- **REQUIRED:** Valid Class 'G' Ontario Driver's License and the ability to be insured.
- **REQUIRED:** Valid CPR Level C and First Aid certification. *On-site training may be provided.*
- **REQUIRED:** Physically fit and able to complete the physical requirements of walking, running, and carrying up to 50lbs.
- **REQUIRED:** Ability to attain and maintain a cleared Canadian Police Information Centre (CPIC) check including the Vulnerable Sector (VS) check.
- A Food Handler's certificate is considered *an asset*. *On-site training may be provided.*
- Previous experience working with clients is considered *an asset*.
- Basic computing skills including experience with Microsoft Suite products.
- Ability to work independently and in a team setting.