

**Teme Augama Anishinabek
Job Description**

Position Personal Support Worker

Department Health Services

Position Reports To Home and Community Care Supervisor

Employment Status Full Time

Hours 35 hours per week

Employment Type Permanent

Position Summary:

The Personal Support Worker (PSW) provides compassionate, client-centred assistance to community members who require support to live safely and independently at home. This position helps with personal care, daily living activities, mobility, and light household tasks according to individualized care plans. The PSW works under the guidance of the Home and Community Care Supervisor, respects client dignity and privacy, and contributes to maintaining a safe, supportive environment.

Primary Responsibilities

Personal Care and Daily Living Support – 40%

Assists clients with bathing, grooming, dressing, toileting, feeding, cooking with mobility issues as outlined in care plans. Encourages independence and personal choice while ensuring safety and comfort.

Household Assistance and Meal Support – 20%

Provides light housekeeping, laundry, bed making, and simple meal preparation to support clients in maintaining a clean and safe living environment.

Observation, Communication, and Reporting – 15%

Observes changes in client condition, behaviour, or safety and reports concerns promptly to the Home and Community Care team. Maintains clear, accurate visit notes and follows program procedures.

Client Interaction, Safety, and Emotional Support – 15%

Builds positive, respectful relationships with clients and families. Promotes safe lifting and transfer techniques, fall-prevention practices, and infection-control procedures. Offers companionship and reassurance as appropriate. Designation by hcc nurse of dressings, blood pressure and other health related issues when needed.

Teamwork, Training, and Program Support – 10%

Participates in team meetings, training sessions, and program initiatives. Works collaboratively with nurses, coordinators, and other staff to support consistent, client-centred care.

Qualifications**Education and Experience**

Personal Support Worker certificate from a recognized program (or equivalent training). Minimum of one (1) year of Experience providing personal care or support services, preferably in home or community care. Knowledge of elder care, disability support, and safe care practices. Strong reliability, compassion, and communication skills.

Certifications, Licences and Requirements

Satisfactory Criminal Record Check including Vulnerable Sector Check.

Current First Aid and CPR certification (or willingness to obtain). Food handler's & Valid drivers license and insurable

Physical and Sensory Demands

Work involves lifting, assisting with mobility, standing for extended periods, and moving within varied home environments. Requires patience, emotional resilience, and consistent attention to safety.

Work Environment

Work occurs in client homes and community settings. Travel within the community is required. Occasional flexibility may be needed for client scheduling needs. Other duties consistent with this position may be assigned.

Health and Safety Statement

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

