



NORTH RENFREW LONG-TERM CARE SERVICES INC.

POSITION DESCRIPTION

POSITION TITLE: Personal Support Worker

REPORTS TO: Manager of Resident Services

POSITION SUMMARY:

As a member of a multi-disciplinary team, under the direction of the Manager of Resident Services, you will provide support and personal care services in the Centre and within the communities of North Renfrew.

DUTIES:

- Maintains confidentiality of all resident/client information;
- Participates in multi-disciplinary resident/client life-plan consultation with the resident/client, family and members of the multi-disciplinary team, to ensure goals are based upon the residents'/clients' individual strengths and mutually determined needs and desires;
- Demonstrates interest in innovative approaches to resident/client-focused care and flexibility in work routines including active participation in the Eden Alternative Initiatives;
- Communicates both written and verbal information to all departments as required;
- Provides direct personal care which supports each resident/client as an individual and promotes independence eg. bathing, dressing, toileting;
- Provides flexibility in care routines for resident/client i.e. bathing at a mutually determined time of day, etc.;
- Communicates with residents'/clients' family providing reassurance and support and redirects to an appropriate resource person as required;
- Provides full or partial assistance with feeding as mutually determined by the resident/client including application of assistive devices, time of meal, table placement, etc.;
- Assists with resident/client meal serving;
- Assists with portering to and from the dining room as required;

- Assists resident/client with/or performs light housekeeping duties (i.e. meal preparation, vacuuming, dusting, laundry, etc.);
- Maintains contents of resident/client dresser drawers and closets in good order as determined by resident/family;
- Assists and/or shops for resident/client;
- Provides transportation for resident/client to and from activities, appointments, etc. as required;
- Uses equipment according to operating instructions, i.e. washer, dryer, iron, microwave oven, vacuum cleaner, wheelchair, walker, lifting device, therapeutic tub, electric beds, etc. and reports any malfunction immediately to Supervisor;
- Uses all supplies according to instructions;
- Provides support to Activation/Recreation/Day Program staff in the delivery of therapeutic, social and recreation programs;
- Assists with outreach programming as required;
- Uses hydraulic lift on Centre's vehicle as directed;
- Answers telephone and redirects calls as necessary;
- Provides assistance and encouragement for volunteers and their programs;
- Documents activities and behaviours of daily living, accurately on progress notes and reports etc.;
- Participates on Centre Committees, including but not limited to, infection control, Total Quality Management, occupational health and safety, education, WHMIS, policy and procedures, accreditation.

This position description reflects the general responsibilities of the Personal Support Worker but shall not be construed to be all of the duties in this position.

**THE NORTH RENFREW LONG-TERM CARE CENTRE
IS A SMOKE-FREE WORK PLACE.**

ALL EMPLOYEES ARE REQUIRED TO HAVE AN ANNUAL FLU SHOT

**ALL EMPLOYEES ARE REQUIRED TO PROVIDE
A CLEAR CRIMINAL RECORD REPORT**