

Scarborough Centre for Healthy Communities (SCHC) is dedicated to meeting the diverse, holistic health needs of the people of Scarborough by addressing the physical, mental, social, financial and environmental aspects of their health. Through the promotion of healthy lifestyles and delivery of a comprehensive range of culturally competent health and social services, we cultivate vital and connected communities.

We are currently looking to hire a:

**1- Full time permanent, float position (1 FTE – 35 hours per week)  
Personal Support Worker**

**Reporting To:** Manager, Community Supports

**Department:** Assisted Living

**Purpose:**

- To provide assistance with activities of daily living, light housekeeping and meal preparation to community-based clients.
- To be an advocate for clients to obtain their goals in relation to the program.
- To be a contributing member of the program in delivering client-focused care/service based on best-practice principles.
- To be an integral member of the program in delivering funder's expectations.
- To liaise for clients and others by providing relevant information about Supportive Housing Program and other SCHC services.

**Key areas of responsibility:**

- Flexible float shift – hours will include days, afternoons and evening shifts, every second weekend mandatory.
- Deliver Assisted Living program services efficiently within scope of practice.
- Report and record client health status (physical/mental) on a daily basis, particularly that of significant concerns.
- Assess clients as scheduled or whenever necessary.
- Update client care plan based on client's needs and assessment.
- Update EMR and Interai-CHA accordingly.
- Apply critical thinking with client's issues and situations based on safety and best-practice principles.
- Communicate effectively with clients, families, colleagues, management and other health care providers.
- Channel communication appropriately within the program and SCHC.
- Adhere to SCHC/Assisted Living program principles and policies & guidelines.
- Attend mandatory in-service education sessions specific to the program via classroom and/or online completion.
- Engage and participate in scheduled Scarborough Centre for Healthy Communities and Assisted Living program events/activities.
- Perform other duties as assigned that are reasonable within the scope of the job

**Scope and Accountability:**

- Report immediately to Manager/designate any emergencies relating to Assisted Living program clients and staff.
- Responsible for a group of assigned complex and non-complex clients.
- Report to Manager/designate any shifts that need to be filled when staff calls in sick and make necessary suggestions and/or recommendations.

**Educational and/or Professional Qualifications:**

Personal Support Worker Certificate from a recognized and accredited school

**Level of Experience:**

Two to three years' experience working with seniors in a community set-up an asset

**Skills and Attributes:**

- Ability to work independently and function as a team member contributing to the growth of the team
- Ability to multi-task when delegated
- Strong communication, verbal, listening and writing skills
- Flexibility and ability to work all shifts and between multiple sites as necessary
- Good assessment and critical thinking skills
- Knowledge of basic computer and keyboarding
- Oral and/or written fluency in other languages relevant to the community the program serves is a definite asset

**Significant Working Conditions:**

- Ability to transport including lifting/carrying/pulling up to 25 lbs. or more with assistance.
- Work in low income housing environment.
- Travel and work between two locations may be required from time to time (1 block apart).
- May deal with clients with physical limitations and/or mental health challenges.
- Flexibility of hours - Required to work different shifts (day, evening, night and weekend shift).
- Working environment may include common spaces or residents homes which may not be smoke-free, may have pets or pests

**Remuneration:** \$18.97 - \$20.44

**Pay Band:** J

**Please note:** All other conditions of employment are set out in the collective agreement between SCHC and SIEU.

**Please apply in confidence to HR**

By email: [hr@schcontario.ca](mailto:hr@schcontario.ca)

**Please apply in confidence by emailing a current resume to the attention of the HR Department at [hr@schcontario.ca](mailto:hr@schcontario.ca) by 5:00 p.m. on December 8, 2021.**

*We would like to thank all applicants; only those invited to interviews will be contacted.*

**Note: Please quote PSW-FT in the subject line.**

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

In accordance with the Ministry of Health Directive #6, SCHC has implemented a COVID-19 Immunization Policy requiring all staff to either present proof of full vaccination against COVID-19, or undergo rapid antigen testing twice per week. To view our full COVID-19 Immunization Policy please visit [www.schcontario.ca](http://www.schcontario.ca) and reference the COVID-19 Update section.

Please note that all qualified candidates, eligible to be employed in Canada, are encouraged to apply.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve. SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations.

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