

### **Job Description**

Under the direction of the Director of Resident and Nursing Services, the Personal Support Worker (PSW) is responsible for providing personal care services to assigned residents. These services are provided in accordance with the individual resident's care plan, Algoma Manor policies and procedures and the Ministry of Health—Long Term Care standards. The PSW works collaboratively with other members of the health care team in order to provide quality care to residents and their families.

### **Qualifications**

- Documented proof of successful completion of a Personal Support Worker certificate from an approved college or private institution meeting the standards established by the Ministry of Training, Colleges, and Universities, etc.
- Current Basic Cardiac Life Support Certification (BCLS)
- Sensitive and empathetic to the needs of the residents
- Ability to exercise tact and diplomacy in dealing with residents, families, and visitors.
- Experience in a long-term care setting.
- Demonstrated strong interpersonal skills.
- Excellent verbal and written communication skills.
- Preference will be given to candidate able to communicate in English

### **Working Conditions**

- Interaction with male and female residents of all ethnic and cultural backgrounds
- Lifting alone and with assistant
- Pushing and pulling content
- Crouching, kneeling, stooping/bending for short periods of time
- Walking and climbing stairs frequently
- Standing for long periods of time

### **Responsibilities**

1. Provides personal care services (e.g., feeding, bathing, dressing, toileting, transferring, positioning, walking, offering emotional and social support, etc.) to assigned residents. Note that personal care is provided in accordance with the individual resident's care plan, the MOH-LTC standards and policies and procedures. Also note that both the RN and RPN, as registered staff accountable for ensuring that the care given by unregulated care providers is appropriate, will provide specific care-related direction to the PSW, when the need arises.
2. Answers call bells in an efficient manner.

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3. Records residents' weights.
4. Completes charting and records bowel movements.
5. Under direction, performs selected procedures such as collecting specimens (e.g., urine).
6. Completes accurate client records (e.g., flow sheet) in accordance with the policies and procedures of Algoma Manor.
7. Reports all findings to registered staff, informing them immediately about any unusual findings.
8. Maintains close communication with the Director of Resident and Nursing Services and other health care team members in order to restore, maintain and protect the health and independence of residents.
9. Participates in care conferences and departmental/team meetings.
10. Assists in the maintenance of a clean, safe environment by wiping spills, making beds, cleaning bedside units, dressers and closets, sorting and putting away the resident's personal clothing and other items, collecting and bagging soiled linen, etc.
11. Assists in the maintenance and proper care of equipment.
12. Enhances her job-related knowledge and personal development through continuing education opportunities, such as by attending in-service training sessions offered by Algoma Manor.
13. Other duties as directed by the Director of Resident and Nursing Services.

By my signature, I hereby certify that I have reviewed the attached job description for my position, and agree to perform the duties described therein. I understand that management may make modifications, additions or deletions to the job description at any time and will notify me of any changes by sending me a revised copy for my review and signature.

Employee printed name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_