



DR. HAROLD S. TREFRY MEMORIAL CENTRE  
A DIVISION OF THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH  
Seniors and Persons with a Disability Services



## JOB DESCRIPTION

### Personal Support Worker/Homemaker

Department: Seniors and Persons with a Disability Services

Job Class: N/A – Off Grid

Last Updated: October 2021

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#### PRIMARY FUNCTION

The personal support worker/homemaker provides a range of in-home services for high-risk seniors and persons with a disability that will assist them to remain in their own homes living independently and reduce visits to the emergency department.

#### REPORTS TO

- Manager, Seniors and Persons with a Disability at the Dr. H.S. Trefry Memorial Centre
- Outreach Program Lead

#### DIRECTION GIVEN

N/A

#### MAJOR EQUIPMENT

- Wheelchairs
- Kitchen appliances
- Lifting devices
- Household cleaning supplies and tools

#### RESPONSIBILITIES

Under the service plan developed by the care coordinator, the PSW will provide the following support:

- Assistance with personal care activities such as, but not limited to, bathing, dressing, grooming, transferring, bedside care as required.
- Assistance with routine activities of daily living and supporting the safety of clients.
- Assistance with medication.
- Assistance with meal planning, preparation, and shopping.
- Assistance with light housekeeping and laundry.

#### QUALIFICATIONS

- Recognized Personal Support Worker certificate

The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

- Clear CPIC with Vulnerable Sector Verification
- Valid Driver's License and reliable vehicle to be used in the course of employment.
- Immunization required.
- Physical ability to perform assigned duties.
- Certificate – Food Safety Awareness Program recognized by a Public Health Unit (or ability to obtain).
- Valid CPR and First Aid certificates
- A minimum of 2 years direct experience working in a long-term care setting or home care.
- Experience in meal preparation and light housekeeping.
- Excellent interpersonal skills
- Gentle Persuasive approach training considered an asset
- Well-developed communication skills (written and oral)
- Effective time management skills
- Problem solving abilities and an understanding of the needs of the elderly, persons with a disability, and other vulnerable individuals.
- Excellent organizational skills
- Ability to follow direction and work independently, exercise good judgement and prioritize daily tasks.
- Ability to adapt to new environments and situations,
- Ability to work flexible hours including evenings and weekends.
- Ability to maintain confidentiality.

## HOURS OF WORK

This position works up to 37.5 hours per week, providing in-home services to clients within the catchment area. Personal transportation is required.