



## WoodGreen Community Services Job Posting

WoodGreen Community Services is one of the largest social service agencies in Toronto. A founding United Way of Toronto member agency, WoodGreen has grown to span 36 locations and serves 37,000 people each year. WoodGreen helps people find safe, affordable housing, seniors live independently, internationally-trained professionals enter the job market, parents access childcare, children and youth access after-school programs, newcomers settle in to Canadian life, homeless and marginalized people get off the streets and youth find meaningful employment and training. Visit [www.woodgreen.org](http://www.woodgreen.org) for more information.

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| <b>Internal Candidates only may apply:</b> | February 15 – 17, 2017   |
| <b>Job Posting Application Deadline</b>    | February 22, 2017 at 5:00 pm   |
| <b>Job Title:</b>                          | Personal Support Worker  |
| <b>Program &amp; Unit:</b>                 | Assisted Living Services – Overlea<br>(12 Thorncliffe Park Drive), Community Care Unit |
| <b>Work Week:</b>                          | Monday - Friday – 15:00 – 23:00<br>(7 hrs paid with 1 hour unpaid meal break)          |
| <b>Salary Grid Level:</b>                  | B8 - \$17.13 per hour  |
| <b>Employment Category:</b>                | Bargaining Unit – Personal Support Worker – contract until<br>April 10, 2017           |

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### Program Overview

The Community Care Unit provides a holistic approach to care at home for seniors and caregivers who are vulnerable, at risk and/or marginalized. The unit provides a wide range of programs such as Assisted Living Services, Social Work, Meals-on-Wheels, Adult Day programs, transportation, which enable seniors to be as independent as possible in their homes. The unit also provides a variety of socio-recreational program / wellness programs which enhance the quality of life and promote the health of the older adult. The Assisted Living Services schedules staff on a 24 hour/7 days per week basis to provide personal support\ homemaking services and other instrumental activities of daily living for frail seniors.

### Position Summary

Personal Service Workers in Assisted Living Services are authorized to assist with basic activities of daily living (ADLs) e.g., personal care, bathing, medication reminders and instrumental activities of daily living (IADL) e.g., homemaking, light meal preparation, medical escort, shopping etc. Assisted Living Services staff provide a broader range of support activities e.g., security checks, friendly visiting, assisting with bulk shopping which are scheduled in a different manner compared to Homemaking. When the PSW accepts work in Assisted Living Services, she or he is required to work within this context.

**Due to the nature of this program, it is deemed an essential service and the Personal Support Worker is expected to report to work during emergency situation, e.g. TTC strike.**

### Main Responsibilities:

- Provide service to clients as per service plan, client choice and functional ability to promote client independence.
- Perform household management activities to maintain the home environment at the site.
- Participate in team meetings and attend in-services as required.
- Meal preparation for a group of 10 clients at a group home setting.
- Comply with program policies and identify, respond to and report risk/hazardous situations.
- Assess, intervene and report incidents and changes in client status to appropriate staff.
- Document in client file and use program forms appropriately where applicable.
- Understand/operate the emergency response system and respond professionally to all client/program emergencies.
- Attend regularly operational meeting at the site if needed

- Attend training as required for the position and for the program.
- Communicate to all team members when and where applicable.
- Other duties as required.

**Required Education and Registration:**

- PSW certificate and food handling certificate

**Preferred Qualifications:**

- Minimum one (1) year experience providing personal care to frail seniors.
- Strong verbal and written English language skills
- Problem identification and intervention skills to handle work-place/client situations and report as required.
- Good cooking skills for large group of clients.
- Work independently within prescribed role.
- Work effectively with a team and handle conflict.
- Demonstrated flexibility, good judgment and cultural sensitivity when working with clients.
- Knowledge of gerontological issues, health care and social service systems.
- Ability to work effectively in a multi-disciplinary team approach.
- Has the physical strength and ability to do frequent light to moderate lifting, walking, bending, stretching and pulling.
- Able to work in a second-hand smoke / pet environment.
- Demonstrates a commitment to furthering the aims of WoodGreen's Supportive Housing and Homemaking Programs.
- Able to work occasional statutory holidays.

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**To Apply:**

Please submit your resume and cover letter, **quoting the position title in the subject line** as follows:

**WoodGreen employees ONLY** – apply to [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org). Please note that external applications sent to this e-mail will not be forwarded and will be deleted.

**All other applicants** – apply to [PSWJobs@woodgreen.org](mailto:PSWJobs@woodgreen.org), Att: Hiring Manager.

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**We are an equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the Human Rights Code, the Accessibility For Ontarians With Disabilities Act, the Pay Equity Act, the Occupational Health and Safety Act, and all other applicable legislation.**

**WoodGreen is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative at [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org) of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.**