



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. Now in our 80th 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 for more information.

Internal Candidates only may apply:	July 14 - 18, 2017
Job Posting Application Deadline:	July 20, 2017 at 5pm
Job Title:	Personal Support Worker (Cantonese language required)
Program & Unit:	Assisted Living Services, Community Care – 1070 Queen St E
Work Week:	Tuesday to Saturday 15:00 to 23:00 (7 hours paid, 1 hour unpaid meal break)
Salary Grid Level:	B8 PSW – \$17.37/hour
Employment Category:	Bargaining Unit – PSW (Hourly) – Contract ends November 30, 2017

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.

Position Summary

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.

These PSW position reports to the Supervisor responsible for the site and will also work collaboratively with other PSWs working at the site.

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 cluster home environment.
- Participate in team meetings and attend in-services as required.
- May be required to travel within 5 km radius to provide client service.
- Method of travel as follows:
 - November – March 0700 – 1900 by TTC (unless program needs dictate travel by taxi)**
 - November – March 1900 – 0700 by taxi**
 - March – November 0700 – 2100 by TTC (unless program needs dictate travel by taxi)**
 - March – November 2100 – 0700 by taxi**
- 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.
- Communicate to all team members when and where applicable.
- Will be assigned to work at other clusters at the building and the Pape clusters.
- Other duties as required.

Required Education and Registration:

- PSW certificate (mandatory) and other relevant training.

Preferred Qualifications:

- **Fluent Cantonese speaking language is a requirement for this position. Written Chinese language.**
- 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.
- 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 Programs.
- Able to work occasional statutory holidays.
- First Aid and CPR certification is an asset.
- Capable of fulfilling the physical and psychological requirements of the job as outlined by the attached Position Demands Analysis.

Due to WoodGreen's multi-site locations we reserve the right to relocate the incumbent to another site, in the same position performing the same duties, as may be dictated by program needs. Reasonable notice of such site relocation will be given.

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. Please note that external applications sent to this e-mail will not be forwarded and will be deleted.

All other applicants – apply to pswjjobs@woodgreen.org Att: Hiring Manager, Community Care

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 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.