

**PERSONAL SUPPORT WORKER  
FAIRMOUNT HOME****POSITION SUMMARY**

The Personal Support Worker (PSW) is part of an interprofessional team providing basic care and support to assist residents with their basic physical, psychological and social needs in accordance with an established plan of care. The PSW works with residents who may have a variety of health related issues.

The PSW is the primary basic care and support provider to residents and supports the effective operations of the Home. The PSW will carry out the duties in alignment to the organization's mission, vision and values, and work to further its priorities.

**SUPERVISION RECEIVED**

Works under the supervision of the Assistant Director of Resident Care (ADORC) and the Registered Nurse in the absence of the ADORC.

**CORE COMPETENCIES**

- Demonstrates the core Corporate competencies: Professionalism, Respect and Integrity; Client Service Orientation; Accountability, Commitment and Perseverance; Communication; Innovation/Process Improvement; and Teamwork
- Demonstrates the core Department competencies: Gentlecare™ Philosophy

**KEY RESPONSIBILITIES AND ROLE EXPECTATIONS**

- Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Federal, Provincial and Municipal statutes; performs the responsibilities of the position consistent with the Operational policies of the County of Frontenac (County) and Fairmount Home
- Provides basic resident care according to the Gentlecare™ philosophy and within the scope of practice as set out by the policies of Fairmount Home while promoting, respecting and advocating for residents' rights, autonomy and privacy
- Develops professional relationships with residents, families and care providers using a Gentlecare™ approach
- Provides patient care to residents and assists with activities of daily living to promote the comfort, safety and optimal functioning of residents including, but not limited to, personal hygiene, fluid and nutrition intake and monitoring, reporting observed responses to care regimens, bowel and bladder care, exercise, positioning and ambulation

- Participates in measures to maintain an environment which promotes the comfort, dignity and safety of residents including, but not limited to: tidying of room and making beds
- Participates in the planning and evaluation of resident care, within the scope of practice of a PSW
- Communicates and cooperates with all staff of the Home, reports and documents resident information, incidents, accidents or unusual occurrences to the RPN/RN and takes responsibility for providing resident care as assigned
- Documents resident care activity according to legislative and County policies and reports observational data using specified tools (e.g. DOS, POT, PTM); ensures documentation is accurate and complete
- Participates in diagnostic and screening measures by collecting specimens (stool, urine and sputum) and measuring and recording intake and output
- Participates in the overall programming activities in the Home and aids in the promotion of optimum physical, social and emotional well-being of each resident
- Shares responsibility for the care of equipment in the Home and personal belongings of the residents
- Practices proper hygiene techniques (e.g. hand washing and good body mechanics in performance of duties)
- Assists with admissions, transfers and discharge of residents
- Assists with needs of palliative care residents providing comfort through non-pharmacological approaches
- Transports residents via wheelchair, stretcher and mechanical lift
- Transports residents to and from therapy rooms and recreation; escorts residents to appointments
- Reports any contravention of the LTCHA or the regulations, or any hazard of which he/she knows of to his/her immediate supervisor or a management representative
- Complies with and maintains competence in the Home's emergency procedures and use of related equipment; responds promptly and appropriately to emergency alarms and the instruction of delegated staff relating to emergencies

#### Health & Safety

- Protects own health and safety and the safety of others by adopting safe work practices, correctly using appropriate personal protective equipment (PPE), reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety
- Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act

#### Other Duties

- Completes other duties as assigned

***The foregoing description reflects the general responsibilities and expectations necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.***

## **EDUCATION AND EXPERIENCE:**

- Grade 12 or equivalent
- Personal Support Worker certificate from a recognized Community College and/or an accredited program as legislated in the Long Term Care Homes Act
- Equivalent combination of relevant education and experience as identified in the Long Term Care Homes Act may be considered including Graduate Nursing Assistant, Registered Practical Nurse, Graduated Nurse, Registered Nurse

## **KNOWLEDGE, SKILLS & ABILITIES:**


- Demonstrated understanding and commitment to the Gentlecare™ philosophy
- Demonstrated understanding, acceptance and commitment to promoting the Home's mission, vision and values
- Demonstrated commitment to resident/client-centered service/care
- Demonstrated respect for individual differences and competencies
- Demonstrated knowledge of all legislation and regulations pertinent to the role as well as an understanding of policies and legislation affecting the department
- Demonstrated strong communication skills, both written and verbal and ability to communicate information to a diverse audience base
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence in a professional, consistent and positive manner
- Demonstrated time management and prioritization skills with the ability to function within a fast-paced environment, responding with flexibility to changing priorities
- Demonstrated ability to adapt to change within an environment with a continuous process improvement mindset
- Demonstrated ability to be a team player who is able to establish and maintain effective working relationships with fellow employees, clients/residents and the public
- Demonstrated ability to build resiliency and be aware of own strengths and limitations
- Proven willingness to learn and acquire new information and skills
- Ability to problem solve using factual information
- Basic computer proficiency with solid knowledge of Microsoft Office Suite of products including Word, Excel and Outlook; ability to use patient care software applications (e.g. MED e-care)
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgement
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation
- Demonstrated ability to attend work on a regular basis
- Satisfactory Criminal Reference Check and Vulnerable Sector Screen
- Demonstrated ability to meet the physical demands of the position

**WORKING CONDITIONS:**

- Possible exposure to client/resident aggressive/defensive/agitated/disruptive verbal and/or physical behaviours
- Periods of time standing and walking
- Ability to lift up to 50 pounds
- Reaching, gripping, crouching, kneeling required
- Required to work day, evening and/or night shifts
- Possible exposure to infectious diseases, bodily fluids or other undesirable environmental conditions

**COMPENSATION:**

- Probationary period as per applicable Collective Agreement
- Compensation and benefits as per the Collective Agreement

<b>Manager Signature:</b>	
<b>Date:</b>	February 22, 2018