



JOB DESCRIPTION

Job Title: Personal Support Worker (PSW)	Department: Nursing	Division: Bonnechere Manor	Reports to: Resident Care Coordinator (s)
Revision Date: December 2010	Salary Grid:		

Approval:

Administrator _____

Director of Care _____

Resident Care Coordinator _____

Director of Human Resources _____

Position Summary:

Under the direction and supervision of the Resident Care Coordinator(s), the Personal Support Worker provides resident-focused personal care, within an interdisciplinary team consistent with the Mission and Philosophy of Care at Bonnechere Manor.

Qualifications:

- Personal Support Worker Certificate or equivalent as per O. Reg. 79/10 of the Long-Term Care Homes Act, 2007.
- Certificate – Food Safety Awareness Program recognized by a Public Health Unit
- Experience in Long Term Care setting an asset
- Therapeutic verbal and written therapeutic communication skills in English
- Ability to work well with others in a team approach, and adapt to changing situations
- Physically capable of performing assigned duties within a flexible work schedule inside a 24 hour a day, 7 day a week operation
- Demonstrated regular attendance standards in keeping with the County Attendance Support Program
- Ability to meet and maintain health requirement as per Long Term Care Legislation.
- Current WHMIS certification, an asset
- Computer skills, an asset

Position Responsibilities:

Delivers resident-focused care within full scope of practice of a PSW, in a home-like environment, respecting the individuality and dignity of each resident/family and co-workers including the completion of the following duties:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew.



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2. Participates in all aspects of personal resident care to ensure the physical, psychological, social and spiritual needs of each resident/ family are met under the direction of the Registered Staff and/or Resident Care Coordinator(s).
3. Utilizes therapeutic communication by establishing a working relationship with resident/families and co-workers for the purpose of meeting the resident needs; ensuring respect, dignity, individuality of each resident and staff member.
4. Participates with other team members in formulating, delivering and reporting the daily resident care needs and personal preferences by:
 - Attending and gathering pertinent data from report
 - Seeking direction from Registered Staff
 - Observing residents for any changes and reporting immediately to the Registered Staff
 - Assessing behaviours and activities of daily living and reporting in oral and/or written form at designated times
 - Reporting unusual events promptly and directly to Registered Staff.
5. Delivers effective and efficient care under the direction of the Registered Staff that promotes resident/family choice and acknowledges the resident strengths, limitations as well as their need for safety and the safety of other resident/ family and staff.
6. Consistent with resident-focused care approach to meet resident needs and demonstrates initiative to:
 - Assists with serving meals, feeding, providing nourishment supplements
 - Assists with transporting and transferring resident as needed
 - Responds to any resident in need regarding call bells, telephone ringing and assisting any employee in need of help.
 - Under the direction of Registered Staff applies treatment creams to residents.
7. Ensures daily, the neatness of residents' rooms, furniture, clothes closets, mobility devices, tub/ washrooms, utility rooms and kitchen/serveries.
8. Participates in multidisciplinary committee work as required:
 - Care conferences as directed
 - Unit meetings, general staff meetings, and PSW meetings
9. Participates in continuing education, relevant to LTC, to ensure skills and abilities are maintained and enhanced.
10. Participates in continuous quality improvement of the care unit and associated care services by:



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- Ongoing collection and documentation of CMI data
- Using supplies in a cost efficient manner as per product guidelines.
- Offering suggestions to Resident Care Coordinator(s) regarding resource allocation
- Participating in continuing education, relevant to LTC, to ensure skills and abilities are maintained and enhanced.

11. Creates a facility environment that protects confidentiality of residents, staff and activities of Bonnechere Manor.

12. Protects own health and health of others by adopting safe work practices, 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.

The foregoing description reflects the general duties 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.