



JOB DESCRIPTION

Job Title: Personal Support Worker (PSW)	Department: Nursing	Division: Miramichi Lodge	Reports to: Director of Care
Revision Date: December 2010	Salary Grid:		

Approval:	Department Head	_____
	Supervisor	_____
	Employee	_____
	Staff Administration Committee	_____

Position Summary:

Under the direction and supervision of the Director of Care, provides resident-focused personal care, within an interdisciplinary team, consistent with the Mission and Philosophy of Miramichi Lodge.

Qualifications:

- Personal Support Worker Certificate or equivalent as per O. Reg. 79/10 of the Long-Term Care Homes Act, 2007,
- Completion of a food safety awareness program recognized by a Public Health Unit,
- Experience in a Long Term Care setting an asset,
- Therapeutic, verbal and written English communication skills,
- Ability to working well with others in a team approach,
- 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 in keeping with the County Attendance Support Program,
- Ability to meet and maintain health requirement standards as per Long Term Care Legislation,
- Current WHMIS certification, an asset,
- Computers 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-worker through 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.
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.



JOB DESCRIPTION

Job Title: Personal Support Worker (PSW)	Department: Nursing	Division: Miramichi Lodge	Reports to: Director of Care
Revision Date: December 2010	Salary Grid:		

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 multidisciplinary team in formulating, delivering and reporting the resident's daily personal care needs by:
 - Attending and gathering pertinent data from verbal and written reports,
 - Seeking direction from Registered Staff,
 - Observing residents for any changes and reporting immediately to Registered Staff,
 - Observing and identifying behaviours and activities of daily living and reporting verbally and/or in writing at designated times,
 - Assisting team members in formulating individualized Care Plans as per schedule and as needed, and
 - Assisting in maintaining a safe comfortable environment for all residents.
5. Delivers care under the direction of the Registered Staff that reflects the promotion of resident/family choice and acknowledges the resident strengths, limitations as well as their need for safety and the safety of other residents/family and staff.
6. Ensures daily, the neatness of resident's rooms and equipment including chest of drawers, clothes closets, mobility devices, tubrooms, bathrooms, utility rooms and serveries.
7. Guided by the Occupation and Safety Legislation, protects own health and health of others by adopting safe work practices including but not limited to:
 - Maintain care equipment in a safe working order, reporting unsafe conditions promptly,
 - Attending all relevant inservices regarding Occupation Health and Safety eg. WHIMS,
 - Using protective clothing and equipment as required to carry out procedures in a safe manner,
 - Following Infection Control Guidelines,
 - Using proper body mechanics,
 - Adhering to the WHMIS guidelines,
 - Using the mechanical lifts by following the procedures and guidelines as per Certification Program,
 - Supporting no harassment policy,
 - Using universal precautions, and
 - Adhering to fire and emergency procedures and regulations.
8. Participates in multidisciplinary committee work as required
 - Care Conferences as directed
 - Staff meetings
9. Participates in continuing education, relevant to LTC, to ensure skills and abilities are maintained and enhanced.



JOB DESCRIPTION

Job Title: Personal Support Worker (PSW)	Department: Nursing	Division: Miramichi Lodge	Reports to: Director of Care
Revision Date: December 2010	Salary Grid:		

10. Obtains and maintains skill level to work within PSW full scope of practice including annual re-certification as required by Long Term Care Legislation/Home policies.
11. Shares in the responsibility for the continuous quality improvement and resources stability of the facility by:
 - Ongoing collection and documentation of CMI data
 - Using supplies in a cost efficient manner as per product guidelines
 - Offering suggestions to supervisor regarding resource allocation
12. Establishes and maintains good team relationships, as well as interdepartmental relationships: assists members of the interdisciplinary team to ensure the needs of our residents are met.
13. Creates a facility environment that protects confidentiality of residents, staff and activities of Miramichi Lodge.
14. 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.