



Wahnapiitae First Nation

259 Taighwenini Trail Road
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WFN - JOB POSTING - *Pending Vacancy of Position

POSITION:	Personal Support Worker	REPORTS TO:	Health Director
POSTING DATE:	April 13, 2018	TERM:	Permanent Full-Time - 35 hrs/wk
SALARY:	Salary to commensurate with qualifications and experience		

Role and Scope Overview

Under the direction of the Registered Nurse (RN), a Personal Support Worker (PSW) will perform any combination of the following duties in the care of male and female community members in accordance with the Home and Community Care policies and procedures and in collaboration with the interdisciplinary health care team.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required.

- Strong written and verbal communication skills.
- Demonstrates regular attendance in keeping with the Attendance Management Program
- Demonstrates compliance with attending a minimum of three continuing education session annually
- A cheerful, courteous and caring manner is essential
- Demonstrates compliance with Home policy on Personal Conduct and Dress Code

EDUCATION:

- Personal Support Worker Certificate or equivalent
- Ontario Secondary School Graduation Diploma

LANGUAGE SKILLS:

- Must be fluent speaking, reading and writing the English language
- Must be able to understand and follow written and verbal instructions

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job as per the guidelines.

WORK ENVIRONMENT:

Anishinabek and First Nation members are encouraged to apply. We thank all applicants for their interest, however, only those being interviewed will be contacted.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is well-lighted, heated, ventilated and maintained. The noise level in the work environment is usually moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Implementing measures required to safely and effectively meet the community member's basic needs of daily living as indicated in their care plan:
 - a) (1) Bathing
 - follows established procedures and routines for bathing
 - provides a safe, comfortable environment and ensures privacy
 - assists or shaves resident
 - assists with dressing or undressing
 - provides hair and nail care
 - provides mouth care
 - (2) Toileting
 - responds promptly to requests for toileting or change of incontinence products to prevent skin breakdown
 - provides thorough pericare following elimination of urine or feces
 - follows toileting schedule as per care plan
 - (3) Nutrition
 - assists community members as necessary with individually wrapped portions of food, peeling oranges, eggs in shells, cutting meat, etc.
 - feeds as necessary considering community member's preferences and diet restrictions
 - records intake of each meal
 - provides a safe and pleasant dining experience
 - (4) Transfers
 - maintains proper body alignment of resident while in bed or chair positions residents according to procedure and care plan
 - transfers safely according to care plan, flow sheet and bedside logo instructions
 - is skilled and knowledgeable on the safe use of all lifts
2. Documents and maintains records of community member care provided on flow sheets and care notes, community members incidents, restraint monitoring records, monthly weight records, etc.
3. Participates in continuous education on improving knowledge and awareness of change by:
 - (a) Attending a minimum of three times annually; in-services, meetings workshops, etc.
 - (b) Reading new and revised policies and procedures, memos and Ministry of Health Long Term Care Standards
 - (c) Following infection control guidelines
 - (d) Participates in orientation of new employees and student placements

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- (e) Participates and contributes with interdisciplinary team when reviewing and revising community care plans
4. Communicates effectively with community members, visitors, families and staff by:
 - (a) Tone of voice and volume is pleasant and calming
 - (b) Skilled in listening and allowing extra time for others to respond
 - (c) Able to interact with others in a manner that is respectful, courteous and confidential
 - (d) Demonstrates sensitivity to accommodate the needs of others
 - (e) Promptly answers call bells to determine residents need
 5. Participates in maintenance of a safe, clean environment by:
 - (a) reporting torn, broken or unserviceable supplies, equipment and furniture and removing them from service and completing a work order
 - (b) Keeping work areas free of clutter, spills and obstacles
 - (c) following safety procedures for lifting and use of mechanical lifts
 - (d) cleaning and disinfecting equipment that is required by procedure
 - (e) every employee is responsible to obtain knowledge of Home procedures and codes required to respond to emergencies
 - (f) every employee must adhere to specific guidelines established by Norman Recollet Health Centre and comply with all procedures and working techniques under the regulations of Occupational Health and Safety Act and Home policies and procedures

CLOSING DATE: Friday, April 27, 2018 at 4:30 pm

Please forward your cover letter, resume and three (3) work references by fax, email or regular mail to:

Harvey Thunderchild, Executive Director
Wahnapitae First Nation, 259 Taighwenini Trail Road, Capreol ON P0M 1H0

harvey.thunderchild@wahnapitaefn.com

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