

PERSONAL SUPPORT WORKER LTC - Bilingual

Amendment Type: Amendment #1

Amendment Date: 08/28/2024

Amendment Reason: Please note changes to Long-term Care Act clause

Job ID: 46918

- **Job Category:** Health Services
- **Division & Section:** Seniors Services & Long Term Care, LTC Regional Services
- **Work Location:** Bendale Acres, 2920 Lawrence Ave E, Scarborough, ON M1P 2T8
- **Job Type & Duration:** Part Time, Indefinite
- **Hourly Rate and Wage Grade:** \$28.39 - \$31.13, TH0171, Wage Grade 5
- **Shift Information:** Various Shifts - Days, Evenings, Nights, Weekends
- **Affiliation:** L79 PT LTCH&S
- **Number of Positions Open:** Multiple Vacancies
- **Posting Period:** Ongoing
- **HR Contact:** Peace Agboola, 416-392-9301
- **Division Contact:** Josephine Adubofuor, 416-392-9070
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The City's Seniors Services and Long-Term Care Division supports Toronto seniors and residents in long-term care homes to have the healthiest, most fulfilling lives possible through exceptional care and services. Vulnerable individuals who reside in the community are supported through adult day programs, supportive housing services, tenancy support and homemakers and nurses services. CareTO is our brand for the culture change we are investing in for the City's 10 directly operated long-term care homes (<https://www.toronto.ca/community-people/housing-shelter/rental-housing-tenant-information/finding-housing/long-term-care-homes/careto/>). The division values Compassion, Accountability, Respect and Excellence which shape our organizational culture, our priorities, and the experiences of all those who live, work, volunteer, and visit.

Major Responsibilities:

- Participates as a member of the multi-disciplinary team, providing resident/client information to aid in the development of care plans. Attends team meetings.
- Assists the Registered Practical Nurse with resident/client admittances, transfers, and departures/deaths, including familiarization with staff, residents, and surroundings, and personal care. Prepares a listing of personal clothing and other belongings upon arrival.
- Observes and reports on resident/client emotional and physical condition. Communicates general progress of resident/client, including sudden changes.

- Assists residents/clients with personal hygiene, bathing, dressing, grooming, toileting, etc.
- Provides general care for bedridden residents/clients, such as positioning, assisting with elimination, skin care, delivering food, and feeding. Applies topical medications such as skin care creams and lotions, as directed.
- Assists residents/clients in daily exercise program and use of rehabilitative equipment such as wheelchairs, walkers, canes, etc. Assists residents/clients with ambulation and transferring using applicable electric/hydraulic/manual equipment and lifting devices.
- Transfers residents to and from dining area.
- Checks residents/clients diet for prescribed consistency, feeds or assists with adaptive eating devices, monitors and logs intake, and provides hygienic and mouth care after meal. Collects and cleans dentures as required.
- Prepares and delivers beverages and snacks to residents/clients. Loads, unloads, and cleans cart.
- Measures weight and records bowel and bladder output. Collects specimens as directed.
- Cleans and shrouds bodies of deceased residents/clients. Packs and labels belongings.
- Changes linen, makes beds, and sorts and bags soiled linen. Stocks linen cart with clean supplies daily. Sorts personal laundry of residents/clients upon delivery and places in drawers and closets.
- Maintains the cleanliness and neatness of resident/client living area and the work unit, e.g. nursing station and rooms.
- Cleans, sanitizes and distributes personal care items such as brushes, combs, and nursing supplies. Rinses whirlpool tubs.
- Records observations and personal care provided to residents/clients.
- Promotes emotional well being of residents/clients through discussion, comforting, etc.
- Monitors resident/client safety in accordance with plan of care; implements precautionary measures as ordered by physician, e.g. collecting and securing personal belongings (glasses, hearing, aids, dentures, etc.). Reports incidents to Head Nurse or R.N., such as disruptive behaviour, fire hazards, and security problems.
- Participates in organizing and implementing social and recreational programs for residents/clients. Assists residents/participants with crafts and use of musical instruments, recreational and sports equipment.
- Reports resident/client participation and progress to R.N or Day Care Centre. Escort's residents/clients to outpatient clinics or on outings, as directed.
- Participates in organizing regular and special events for residents/clients, such as birthday parties, picnics, and shopping trips.

Key Qualifications:

Your application must describe your qualifications as they relate to:

- Bilingual in English and French in accordance with the French Language Services Act.
- Successfully completed a Personal Support Worker Program or Training that meets the vocational standards established by the Ministry of Training, Colleges and Universities, the standards established by the National Association of Career Colleges, or the standards established by the Ontario Community Support Association and other requirements as required by Ontario 246/22 of the Fixing Long-Term Care Act, 2021
- Experience in providing personal care to ambulant and non-ambulant residents in a long term or rehabilitation care setting.

You must also have:

- Excellent ability to communicate in writing care and service delivered to residents.
- Excellent ability to communicate verbally with residents, families, staff members, and the visiting public.
- Sensitive, empathetic and understanding of resident behaviour and needs.
- Ability to work in a team environment.
- Must be willing to participate in in-service education programs.
- Physically capable of lifting, turning and transferring residents manually and with a mechanical lift as per standards and procedures.
- Ability to demonstrate a high level of Accountability, Adaptability and Change, Continuous Improvement and Innovation, Customer Service Focus, Teamwork, and Toronto Public Service Commitment.
- Ability to organize work in a manner that ensures resident safety.
- Knowledge of basic infection control principles and the use of personal protective equipment.
- Excellent ability to follow policies of the Senior Services & Long-Term Care Division and applicable legislation and regulations.
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity, and respectful workplaces.

Additional Information:

Hours of Work can be up to 75 hours bi-weekly; however, Hours of Work will be decided based on operational needs.

Please note:

As a condition of employment with the Senior Services & Long-Term Care Division, selected candidates will be required to provide a satisfactory Police Reference Check (PRC) with vulnerable sector screening, tuberculosis screening and proof of immunization in accordance with the Fixing Long-Term Care Act, 2021 (O.Reg.246/22)

Notes

- Employees from the three (3) Local 79 part-time bargaining units will be given priority consideration over external applicants.
- Transfer requests from part-time employees will not be accepted as part of this job posting process. Employees wishing a transfer in accordance with their collective agreement, must submit a transfer request prior to the job being posted in order to be considered.
- If selected, the successful candidate will be reassigned to this part-time position and bargaining unit.
- Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting. Additional information submitted after the job posting closing date will not be accepted.
- Assessment may include an interview, written and/or practical test. Location of assessment to be determined.
- An employee's reporting relationship and/or work location may change due to operational reasons and in accordance with their Collective Agreement.
- Information on preparing for City job competitions is available on the Job Opportunities website.

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request](#). Learn more about the City's [Hiring Policies and Accommodation Process](#).