

Department: Nursing

Title: Personal Support Worker (PSW)

THE ELDEN PHILOSOPHY

The Elden is a retirement residence designed to serve the new generation of elders. The world is quickly changing and our elders have changed as well. More informed, more engaged and more active, they are changing our perspective on aging. It is time that we respect the fact that our elder population is doing things differently, doing things their way. So we are doing things differently as well. Staff and Residents work together to create a vibrant atmosphere where Resident independence is a priority. We challenge ourselves to be more creative and innovative in our approach, and work together with the Residents to do so.

POSITION SUMMARY

Provides nursing services as outlined. At times, supervises hourly health care management in accordance with established standards, policies, and procedures.

DUTIES AND RESPONSIBILITIES

Key Responsibilities

1. Performs those functions which provide for the basic care of Residents with exceptional standard of skill. Promotes independence, while providing care for the Residents', with a sense of responsibility, and respect for privacy; examples include, but are not limited to: bathing, dressing, grooming, skin care, oral hygiene, ambulation, transfers, range of motion exercise, safe use of equipment and assistive devices (wheelchair, walker, crutches, cane), change of position, toileting, commode use, incontinent care, and assistance with feeding;
2. Assists in providing care, by observing and reporting changes in the Residents' physical and emotional condition. Knows the guidelines of assigned Residents, as outlined in the Residents' care plans. Gives care according to these guidelines;
3. Participates in the overall activation process developed by the residence to promote the well-being of each Resident. This will include awareness of the Resident as a whole

- person considering cultural, spiritual, psychosocial, and restorative needs as well as awareness of activation programs within the residence;
4. Assists in escorting Residents to specific programs and activities, in accordance with care packages;
 5. Performs personal care and selected nursing measures to promote comfort and safety for the Resident in accordance with our standards of resident service and care packages.
 6. Assists with documentation in Point of Care and Point Click Care reflecting each Residents' condition, care and specific treatments. Documents in progress notes and assists in updating care plans;
 7. Maintains effective communication and good human relations with residents, families and co-workers, using the appropriate lines of communication. (Works co-operatively with families, including them in Resident care needs/planning);
 8. Assists in maintaining a safe, clean environment for Residents and co-workers;
 9. Shared responsibility for the care of the equipment in the residence and the personal belongings of the Residents as assigned;
 10. Directs all inquiries regarding Residents' service and conditions to the Director of Care;
 11. Assists in the training, guiding, and supporting of new staff through their orientation period;
 12. Recognizes and reports safety hazards and understands the importance of providing a safe environment;
 13. Assists in maintaining a safe environment for Residents and staff, by following safety policies and procedure and reporting hazardous situations in the appropriate manner. Performs pre-start-up inspections as required;
 14. Attends in-services in order to keep informed of current trends in health services practice;
 15. Maintains a good attendance record;
 16. Is knowledgeable of the Resident Rights, supports and promotes the same;

Working Conditions

1. Prolonged standing and walking;
2. Lifting and moving of residents, equipment and supplies;
3. Repeated bending and stooping;
4. Exposure to Resident elements through regular Resident contact;
5. Stress resulting from dealing with Resident care needs and declining health status;
6. Some use of visual and auditory sense in monitoring conditions of Residents during care.

Physical Requirements

1. Lifting alone, maximum 50 lbs. (5-25 lbs. Usual);
2. Lifting with assistance, maximum 160 lbs. (100-125 lbs. Usual) as a minor job function;
3. Pushing/pulling, using wheeled equipment such as carts, trolleys with contents that weigh a maximum of 100 lbs. (20-50 lbs. Usual) as a minor activity;
4. Stretching/reaching, on a regular frequency throughout the shift as an essential job function.
5. Walking, with possibility of some upstairs walking, as a major job function;
6. Standing, for lengths of time, up to four hours maximum. (1-3 hours usual) as a major job function;
7. Bending/stooping, on a regular frequency as a major job function;
8. Carries and transports objects of various sizes, to a maximum of 25 lbs. (5-15 lbs usual) as a minor job function;
9. Must be able to move and lift equipment and supplies of various sizes and weights;
10. Must have visual and hearing acuity to recognize the need of assistance required by residents.

Health and Safety

1. Is aware of employee's responsibilities and follows all health and safety policies and procedures as set out in the employee handbook and departmental manuals;
2. Works safely to reduce the risk of injury to self, co-workers, and Residents;
3. Is alert to and promptly reports all actual or potentially hazardous situations to the Director of Care.
4. Does not operate or use faulty equipment;
5. Wears personal protective equipment (or clothing) as required by task, M.S.D.S. or residence policy;
6. Promptly reports personal injury to the Director of Care and seeks first aid, as needed;
7. Participates in fire safety demonstrations and fire drills, and knows the residence fire and disaster plans;

KNOWLEDGE SKILL AND EXPERIENCE

1. Must be a graduate of an approved Personal Support Worker course or equivalent, as approved by the Director of Care;
2. Will have experience in working with seniors and/or chronic care residents.
3. Must be in good physical and mental health. Demonstrating maturity and tactfulness.
4. Ability to read, write and speak English (equivalent to grade 10 level)..
5. Has an excellent standard of behaviour and appearance.
6. Requires good judgement, problem solving and assessment abilities.
7. Excellent communication and interpersonal skills.

8. Possess a compassionate and flexible nature, and a resident-centred approach to caregiving.
9. Must have basic computer skills.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

REPORTING RELATIONSHIPS

Reports to the Director of Care.

TENTATIVE START DATE

June 2019

Interested parties should submit resume and cover letter to jacqueline.cassels@theelden.ca.