



## EXTERNAL JOB POSTING

**Job Title:** Personal Support Worker  
**Program:** Transitional Beds Program  
**Posting Date:** November 23, 2018  
**Status:** Relief, union

**Job Posting #:** 1043  
**Effective Date:** ASAP  
**Posting Closing:** December 7, 2018 @4pm

**Description of program:** The Transitional Bed program provides 12 secured transitional beds, for individuals presenting responsive behaviours. This is a new model funding through CCAC, responding to the growing crisis of individuals in Hamilton hospitals defined as ALC (Alternate Level of Care), a term used to describe patients that occupy a bed in a hospital but do not require the intensity of resources or services at the hospital.

### Duties

1. Contributes to a positive atmosphere of respect, compassion and personal interest for each participant/resident.
2. Engages clients in a program of meaningful activities provided individually or in a group.
3. Demonstrated understanding of responsive behaviours, with applied knowledge of GPA in order to be able to respond effectively and appropriately in a workplace setting
4. Participates in setting out, serving and cleanup of all meals and snacks according to program policies and procedures.
5. Maintains the sanitation and organization of program equipment, supplies and laundry.
6. Enhance the quality of daily living for participants/residents
7. Ensures a safe indoor physical environment for client activity
8. Assists participants/residents with eating, mobility, toileting, dressing, grooming, medications, incontinence care and other personal care needs according to the individual service plan
9. Establishes priorities and makes ethically sound decisions to ensure safe participant/resident care
10. Responding to emergency situations to promote optimal participant/resident outcomes by recognizing changes in the participant/resident's health status.
11. Contribute to the general cleanliness of the environment/space
12. Has the ability to work collaboratively with co-located programs
13. Communicates with clarity and caring
14. Applies Wesley Urban Ministries, mission vision and values in all job functions

### Qualifications

1. Personal Support Worker Certificate/Diploma
2. 2 years experience in a Personal Support Worker role
3. Registration with the PSW Registry Ontario is preferred:  
<http://pswregistry.org/Pages/en/Default.aspx>
4. Experience leading group activities
5. Excellent oral and written communication, interpersonal and organization skills

6. Flexibility with work hours including evenings and weekends.
7. Demonstrated ability to exercise good judgement when performing duties.
8. Aptitude to provide medication assistance to clients is a must
9. Maintains active membership in appropriate professional associations
10. Advanced computer skills required in the following programs: Microsoft Word, PowerPoint, and Outlook; Adobe; any program database.
11. Demonstration of Wesley Urban Ministries' mission, vision, and values.
12. Ability to work in a fast-paced environment and high stress situations.
13. Extensive knowledge of community programs, services, and resources.
14. Flexibility with work hours including evenings and weekends.
15. Non-violent crisis intervention and 1st aid/CPR training is required
16. Current Criminal Background Check will be requested
17. GPA training is required
18. Safe food handling must be obtained within 6 months of hiring.

## **Competencies**

### **Customer Service**

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
2. Helps to create and contributes to a work environment that embraces and appreciates diversity
3. Values and respects the internal and external customers to the organization

### **Accountability**

1. Takes personal responsibility for the quality and timeliness of their work, and team work
2. Believes, respects and adheres to the vision, mission and values of Wesley Urban Ministries

### **Commitment**

1. Demonstrates an understanding of Wesley Urban Ministries Mission, Vision and Values through service delivery approach
2. Acts with integrity
3. Demonstrates a knowledge of the code of ethics of working in social services
4. Adapts to changing program requirements, conditions and work responsibilities

Interested candidates should send their resume with cover letter to: [hr@wesley.ca](mailto:hr@wesley.ca)

Wesley Urban Ministries is an equal opportunity employer. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at [www.wesley.ca](http://www.wesley.ca). Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Department at [hr@wesley.ca](mailto:hr@wesley.ca).