



PSW

(Independent, Assisted and Memory Care Floors)

REPORT TO: Director of Care or the Nurse in Charge

ORGANIZATIONAL UNIT: _____ Retirement Community

JOB SUMMARY:

Works as part of a team with other personnel of the residence, in providing for the comfort, safety and well-being of each resident.

QUALIFICATIONS:

Education:

- Community College Health Care Attendant/Personal Support Worker Certificate or equivalent experience.
- Current CPR and First Aid Certification

Background:

- Two years or more experience, preferably in a geriatric setting;
- Excellent communication skills;
- Empathy for, and understanding of the needs of the elderly

Personal Requirements:

- Work as part of a team
- Capable of adapting to different situations and change
- Keen interest in working with seniors

FUNCTIONS:

- Delivered and received report at the beginning and end of each shift;
- Receives direction, assignment and evaluation of work from the RPN (charge nurse);
- Provides care with personal hygiene, dressing, bathing, etc., for each resident as assigned according to the individual care plans.
- Orders supplies from the kitchen as needed and stores supplies upon receipt;
- Sets-up, delivers and returns meal trays to residents as required, due to illness, injury or special circumstances as approved by the charge nurse;
- reports any changes in a residents' physical, mental or emotional conditions to the RPN (charge nurse) and/or DOC;
- Answers call bells promptly, and responds to residents needs and requests;
- Assists in the preparation and serving meals;



- Notifies shift supervisor in the event of an emergency and assists in implementing emergency interventions as delegated by the charge nurse or DOC;
- Practices infection control protocol;
- Reports all resident and staff incidents/accidents immediately to charge nurse and/or DOC;
- Records on each residents check list daily;
- Reports malfunctioning of equipment, repairs needed, fire hazards to front desk or charge nurse.

WORKING CONDITIONS:

- Lifting alone, maximum 50lbs (depending on age group), as an essential job function
- Lifting with assistance, maximum 100lbs (60lbs usual), as a non-essential job function
- Pushing/pulling, maximum 160lbs, (100-125lbs. usual), as a non-essential activity;
- Walking, with some upstairs walking;
- Standing for lengths of time;

RESPONSIBILITIES TO HEALTH AND SAFETY:

- Is aware of employees' responsibilities and follows all Health and Safety policies and procedures as set out in the department manual;
- Works safely to reduce the risk of injury to self, co-worker and residents;
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor. Does not operate or use faulty equipment;
- Wears personal protective equipment (or clothing) as required by task, MSDS or company policy;
- Promptly reports personal injury to supervisor and seeks first aid as needed;
- Participates in fire safety demonstrations and fire drills, and is knowledgeable of the homes fire and disaster plan;
- Continued employment is dependent upon participation in annual training program of WHMIS, Fire Drills, Resident Abuse, CPR, Safe Food Handling, Infection Control, etc., as per RHA and other provincial legislations.

This position is intended to be broad in scope and each incumbent to a position, as determined by management, may or may not perform all the duties outlined in this position description, as well as perform other duties as assigned which are not specified in this position description

I, _____ have read and understood the job description for the PSW/HCA position.

Signature

Date

If interested in applying for this position, please send your resume and references to
hr@riverstoneretirement.ca