



## Job Posting – External

**Position: Personal Support Worker**

**Status:** Casual Part Time

**Working Hours:** Flexible availability including evenings and weekends

**Reporting to:** Manager, Client Services

**Job Summary:** Provide professional and compassionate care to seniors in diverse settings to support and facilitate their independence, functioning, comfort, safety and security. Support a culture of client safety as part of ESS key strategic goal and priority. Complete administrative tasks and maintain accurate documentation

**Duties and Responsibilities:**

1. Provide assistance with personal care to clients including, but not limited to, personal hygiene, bathing, dressing, toileting, mouth care, hair care, preventive skin care, medication assistance
2. Prepare light meals, perform light housekeeping tasks and security checks
3. Provide companionship and socialization to clients and assist in the delivery of recreation, social and exercise programs
4. Maintain accurate and complete records and documentation
5. Assess and evaluate senior's needs through observation and client engagement
6. Comply with agency & program policies and procedures
7. Identify, respond to and report risky hazardous situations and comply with Health & Safety procedures
8. Understand the emergency response system and respond professionally to all client/program emergencies
9. Attend meetings, trainings and workshops as required
10. Other duties as assigned

**Qualifications:**

1. Certification as a Personal Support Worker from an accredited institution
2. Experience working with older adults and clients with cognitive, mental and/or physical challenges
3. Demonstrated flexibility, good judgment and cultural sensitivity when working with clients
4. Ability to work independently and part of a team
5. Demonstrated ability to complete written reports and records accurately and legibly
6. Current First Aid/CPR Certification
7. Computer and software skills are an asset

**Please respond with resume & cover letter by:** Ongoing

ESS Support Services, Hiring Committee

2245 Lawrence Ave. W., Etobicoke, ON M9P 3W3

Fax: 416-243-7987

Email: [mmahdi@esssupportservices.ca](mailto:mmahdi@esssupportservices.ca)

*We thank all applicants, but advise that only candidates selected for an interview will be contacted.*

*In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) ESS Support Services will provide accommodation, accessible formats, and communication supports for the interview upon request.*

**ESS Support Services is a not-for-profit agency committed to supporting seniors in their desire to remain in their own homes and their community.**