



JOB DESCRIPTION Personal Support Worker (Full Time)
Bargaining Unit Position • CUPE LOCAL 5218

LOCATION Scarborough, ON

WARDEN WOODS COMMUNITY CENTRE

Warden Woods Community Centre (WWCC) is a multi-service agency governed by a local Board of Directors and funded by all three levels of government, the United Way and other generous partners. The Centre provides over 50 programs and services to over 6000 clients annually out of our main Centre and several satellite locations.

POSITION SUMMARY

Reporting to the Manager, Seniors and Assisted Living, the Personal Support Worker is responsible for providing personal care assistance to clients in their homes, enabling them to maintain their dignity and independence.

RESPONSIBILITIES

- Assist clients with personal care needs: bathing, dressing, and toileting
- Light housekeeping and light meal preparation
- Medication reminders and security checks
- Respond to Lifeline calls
- Identify and report on problem areas in the home environment
- Inform the Manager of any health emergency situations with the client
- Inform the Manager of situations that may affect the client's psychological and physical well being
- Maintain time and assignment sheets for billing purposes
- Other duties as assigned
- Promote WWCC values and mission in a positive manner
- Maintain professional working relationships with co-workers
- Attend meetings and participates in agency-wide initiatives

QUALIFICATIONS

- Personal Support Worker Certificate
- Commitment to training and skills development
- Experience working with seniors and people with disabilities
- Ability to work in a self-directed manner
- Specialized training or experience related to the position
- Competent communication skills – oral and written English
- Knowledge of and experience with Microsoft 365, including Teams
- Valid driver's license (where applicable)
- Ability to work in diverse environments within an anti-oppression, client-centred framework
- Availability to work evenings and weekends as required by program or agency activities – must be able to work rotating shifts
- Second language is an asset

COMPENSATION AND HOURS OF EMPLOYMENT

- Full time – 35 Hours per week
- \$18.97 hourly

APPLICATIONS

WWCC is an equal opportunity employer committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, colour, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage all qualified persons to apply, particularly Indigenous peoples, persons with disabilities, ethnic minorities, visible minorities, and others who share our values and contribute to fostering an inclusive and diverse workplace. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

Warden Woods Community Centre is a unionized workplace, and employees are represented by CUPE Local 5218. This is a bargaining unit position.

The successful candidate must be fully vaccinated against COVID-19. A police reference check is required by the successful candidates prior to commencing employment.

While we appreciate all responses, only candidates under consideration will be contacted. Please send resume and cover letter via e-mail only to: careers@wardenwoods.com with Personal Support Worker, Assisted Living Program noted in the subject line.