

JOB POSTING FOR IMMEDIATE HIRE: **Personal Support Worker (PSW)**

Do you enjoy working with Seniors?

Do you want to contribute to supporting seniors in our community?
This may be the perfect job for you!

Position Title: Personal Support Worker (PSW), Full-Time and Part-Time positions available (Schedules vary)

Department: Seniors and Assisted Living

Location: 74 Firvalley Court, Scarborough, ON

Compensation: \$22.10/hour. Warden Woods Community Centre is a unionized workplace and employees are represented by CUPE Local 5218; this is a bargaining unit position.

About Warden Woods Community Centre

We are a multi-service, charitable organization delivering programs and services to meet the needs and interests of local community for over 50 years in Southwest Scarborough. For More Info: wardenwoods.com

Position Summary

Reporting to the Manager Seniors and Assisted Living, the Recreationist is responsible for coordinating, developing, implementing, and evaluating recreational programs for seniors and adults with disabilities.

Job Responsibilities

- Develops and implements recreational and social engagement activities and programs for seniors, and individuals with disabilities
- Supports seniors with cognitive challenges, social challenges and other needs
- Supports outreach and intake for new clients and participants
- Works with the manager to monitor, solicit feedback and evaluate programs and activities
- Ensures that service policies and procedures are implemented and adhered to
- Maintains client files including billing related to fee for service programs
- Enters program statistics for funder reporting
- Petty-cash and submit financial forms for approved program related expenses
- Works with the Transportation team to coordinate and escort clients to programs
- Establishes and maintain relationships between community residents, partner agencies and other stakeholders
- Provides supervision, support and feedback to volunteers and students
- Participates in training and development as required
- Other duties as assigned

Qualifications:

- Personal Support Worker Certificate, and 1-2 years' experience minimum required
- Experience working with seniors and people with disabilities, with demonstrated commitment to the values of self-determination
- Ability to remain calm and exercise sound judgement in potentially stressful situations
- Excellent communication and interpersonal skills, oral and written English required
- Knowledge of Microsoft office 365 applications, comfortable using computer and reporting databases
- Ability to work in diverse environments within an inclusive, client-centred, asset-based, community-development framework
- Valid G class driver's license is an asset
- Familiarity with Southwest Scarborough communities is an asset
- Knowledge of languages other than English is an asset
- Must be legally entitled to work in Canada

A criminal background check is required prior to start.

How to Apply

All qualified applicants are encouraged to apply! We particularly encourage applications from Black, Indigenous and racialized people, 2SLGBTQIA+ community members, people with disabilities, and members of other equity-deserving groups. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

Please submit a resume and cover letter ASAP.

In your cover letter, please ensure that you explain why you would like to work at Warden Woods Community Centre and why you are qualified for the position. Please send resume and cover letter via e-mail only to: [**careers@wardenwoods.com**](mailto:careers@wardenwoods.com)

Use the subject heading: **Recreationist.**

While we thank all who apply, only those selected for interviews will be contacted. Recruitment will close when the required positions are filled.