



PERSONAL SUPPORT WORKER

This is a unionized position.

Job Summary:

Provide client-focused care within a multi-disciplinary team to assist individuals with mental illness or concurrent disorder so that they are able to maintain their current housing. Support will include assistance with the activities of daily living and household tasks, as well as social/emotional support.

Primary Duties and Responsibilities:

- Contribute to the completion of a comprehensive client assessment and service plan that identifies existing skills and abilities. Assist clients' in identifying areas of need and in developing attainable, time specific goals. Ensure the client plays an integral role in the decision making process.
- Provide direct, "hands on" assistance and training in daily living skills, i.e., housekeeping, laundry, household safety, menu planning, meal preparation, grocery shopping, money management, personal budgeting and accessing public transportation. Encourage personal hygiene.
- Provide assistance with personal care as needed.
- Participate in daily household routines to encourage and motivate client involvement.
- Encourage the client in problem solving and conflict resolution, goal setting, medication management and other life skills as appropriate.
- Ensure nutritious meals are prepared according to the guidelines contained in the Canada Food Guide.
- Ensure a safe living environment. Conduct regular safety checks and fire drills in DMHS owned properties and ensure compliance with house rules.
- Assist clients in the development of crisis management, coping, social and interpersonal skills as needed.
- Monitor clients medications, prompting clients' as needed to assist with compliance.
- Encourage clients' participation in meaningful activities (i.e., attendance at day program, educational, vocational or social activities.)
- Refer, coordinate and assist clients to access required medical, clinical or other relevant services. Assist the clients in keeping scheduled appointments.

- Advocate on clients' behalf if necessary.
- Transport clients in the community as required.
- Assist in the supervision of group outings and events. Facilitate house meetings (in DMHS operated homes).
- Maintain up-to-date client records. Complete all necessary file notes, reports and other written documentation on a timely basis and in accordance with agency standards.
- Adhere to program budget guidelines (i.e., grocery shopping, etc.).
- Report in writing all accidents, injuries and occurrences.
- Work cooperatively as a member of the program team. Participate in team meetings and agency functions as requested.
- Work in compliance with all health and safety policies, procedures and guidelines and the Occupational Health and Safety Act.
- Follow all agency policies, procedures and directives.
- Report in writing all accidents, injuries and occurrences.

(Note, the above specifications are representative of the basic nature of the position and are not intended to be inclusive.)

Position Reports To:

Program Manager

Minimum Qualifications:

- Personal Support Worker Diploma from an accredited College or University
- Two years previous work experience as a Personal Support Worker
- One year experience supporting individuals with mental illness and/concurrent disorders
- Must be able to meet physical demand requirements of the role.
- Valid driver's license and access to an insured personal vehicle.
- An up-to-date first aid certificate.
- The ability to work with a minimum of supervision.