



India Rainbow Community Services of Peel (IRCS)

PSW Student Placement

Department: Seniors Services		
Responsibilities and Duties: <i>(but not limited to)</i>		
<ul style="list-style-type: none"> ▪ Under the direction and guidance of the Program Lead & Activity Coordinators assist with: <ul style="list-style-type: none"> ▸ Delivering culturally sensitive activities for program participants ▸ Developing the monthly activity calendar ▸ Conducting activities i.e. exercises, mental aerobics and group activities ▸ Conducting Security Reassurance Checks ▪ Assist and support program participants at all times, including feeding and personal care ▪ Interact with the program participants in a professional and polite manner ▪ Ensure client's safety and security at all times ▪ Complete learning contract in conjunction with the placement supervisor ▪ Provide relief reception duties - answering telephones, welcoming clients, taking accurate messages etc. ▪ Become familiar with agency programs, services, practices and staff ▪ Complete all tasks and responsibilities within assigned timelines ▪ Notify supervisor of absences and or lateness ▪ Adhere to the mission, guiding principles and values of the organization and the Senior Services program ▪ Maintain confidentiality of clients, staff and peers ▪ Represent IRCS in a professional manner at all times ▪ Arrive on time and be committed to the agency and the agreed upon hours ▪ Assist with all other duties as assigned 		
Qualifications and Skills:		
<ul style="list-style-type: none"> ▪ Currently enrolled in an accredited post-secondary PSW program ▪ Experience working with and knowledge and understanding of the frail, elderly and/or cognitively impaired ▪ Demonstrate professional work behaviour including time management, responsibility for assigned tasks, attention to work details, in addition to solid interpersonal and organizational skills ▪ Must demonstrate initiative, a positive attitude and an ability to work in a team setting ▪ Must have clear and accurate verbal and written English communication skills and one or more South Asian language ▪ Ability to take direction from staff at all levels, work under supervision (independently and as a team member) and relate to supervisor and other staff ▪ Proficiency in Microsoft Office Suite, Internet & Email 		
Approved By: Gurpreet S. Malhotra, Executive Director		Date Approved: July 14, 2014
Student Placement		
Name:	Signature:	Date: / /

Note: This position description is not intended to be all-inclusive. The student placement may perform other related duties to meet the ongoing needs of the organization and their placement.