

JOB POSTING

- Job Position:** Personal Support Worker
(Activity Assistant)
- Department:** Health Services
- Status:** 35 hours per week
(1 year contract position, with the possibility of an extension)
- Location:** Mississauga & Brampton
- Compensation:** \$19.00 per hour

Indus Community Services is an accredited, not-for-profit community benefit organization that has served local communities for over 32 years. We are a registered charity, supported by our donors and by all three levels of government. Through our professional staff, we are a leader in the provision of culturally appropriate services to newcomers, families, women & seniors.

Vision: Leaders in building strong and supportive communities.

Mission: Supporting our growing communities to manage change through quality client-centered social & health services and responsive public education.

Position Summary:

In collaboration with team members, the incumbent assists in the delivery of culturally sensitive therapeutic recreational activities to Adult Day program participants and shall demonstrate skills that reflect the organization's ethics, integrity and excellence standards in promoting a client centered philosophy.

Responsibilities and Duties: *(but not limited to)*

- Support Activity Coordinators with the delivery of culturally sensitive activities for program participants
- Interact with the program participants in a professional and polite manner
- Assist program participants with feeding, toileting and personal care
- Assist program participants in their participation in exercises, mental aerobics and other group activities
- Assist Activity Coordinators with organizing activities and special events for program participants
- Following the developed care plan, observing and informing any changes to the Activity Coordinator
- Preparing breakfast for program participants
- Purchase program supplies as needed
- Ensure the safety and security of program participants at all times and conduct security reassurance checks
- Participate in staff and team meetings, and professional development opportunities as required
- Adopt safe work practices, reporting unsafe conditions immediately
- Perform other duties as required

Qualifications and Skills:

- Personal Support Worker certificate/diploma and National Association of Career College (NACC) certificate
- Demonstrated experience and skills in working with the frail, elderly and/or cognitively impaired
- Must demonstrate initiative and a positive attitude, with excellent interpersonal skills
- Self-directed, self-motivated with a positive attitude and be able to work independently and as part of a team
- Ability to prioritize, multi-task and adjust to shifting priorities
- Excellent oral and written English and a second language required
- Proficiency in MS Office, Email and internet applications
- Sensitivity to people from different socio-economic backgrounds with an equity lens
- Ability to work flexible hours including evenings, weekends and to work from any Indus work-site
- Current CPR and First aid certification
- Valid driver's license and access to a reliable vehicle
- A Police Vulnerable Sector Check will be required

Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to hr@induscs.ca by 12:00pm, October 20th, 2017. Please ensure your application email has the subject heading of 'Activity Assistant - (insert your name)'

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization. Indus Community Services is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**