

PSW Student Placement

Department: Health Services

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

- Under the direction and guidance of the Program Lead & Activity Coordinators assist with:
 - 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 Health Services program
- Maintain confidentiality of clients, staff and peers
- Represent Indus 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:

- 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, CEO

Date Approved: May 15, 2017

Note: This description is intended as a guide to reflect the principal functions of the job. However, it is not an all-inclusive listing of the required functions. Further, the description is subject to change at the discretion of management.