



**THE CORPORATION OF THE  
COUNTY OF WELLINGTON**  
Wellington Terrace Long Term Care Home  
Nursing Department  
Requires  
**Personal Support Workers**

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**Regularly scheduled shifts, paid on-call rotation**

The Nursing Team at Wellington Terrace has opportunities for **Part Time Personal Support Workers**. The Personal Support Worker assists residents with activities of daily living, including personal care, using the principles of resident focused care. The Personal Support Worker, through their work, contributes to the quality of life of residents by meeting social, emotional, spiritual and physical needs and promoting independence, dignity, mobility, personal appearance, comfort, and safety.

The Personal Support Worker works as a member of the team, communicates effectively, and observes and reports changes in resident condition to the Registered Nurse/Registered Practical Nurse. As a team member, the Personal Support Worker will adhere to all policies and procedures. The Personal Support Worker will support and demonstrate the mission, vision and values of Wellington Terrace through care, compassion, and positive attitude.

**The minimum qualifications for this position include:**

- Personal Support Worker Certificate from a Ministry of Health and Long-Term Care approved programme or equivalent.
- Police Vulnerable Sector Check required upon hire.

**This position offers an hourly range of: \$24.94 – \$29.17 (2021 Non-Union Compensation Grid).**

Applicants are invited to submit a resume, clearly marked **Posting #901-21**.

**ATTENTION: HR DEPARTMENT**, Wellington Terrace Long Term Care Home, 474 Charles Allan Way, Fergus ON N1M 0A1. E [careersterrace@wellington.ca](mailto:careersterrace@wellington.ca) or F: 519.846.9192. Please respond by one method of application only. No phone calls please. Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Personal Support Worker	<b>Reports to:</b> Resident Care Manager
<b>Department:</b> Wellington Terrace	<b>Positions Supervised:</b> 0
<b>Effective:</b> April 2002	<b>Revised:</b> June 2015

### **BASIC FUNCTION:**

The Personal Support Worker will represent Wellington Terrace at all times by ensuring adherence to the Code of Conduct and demonstrating the County of Wellington's commitment to a healthy and safe workplace where every person is respected.

Reporting to the Registered Staff, the Personal Support Worker assists residents with activities of daily living, including personal care, using the principles of resident focused care. The Personal Support Worker, through their work, contributes to the quality of life of residents by meeting social, emotional, spiritual and physical needs and promoting independence, dignity, mobility, personal appearance, comfort, and safety.

The Personal Support Worker works as a member of the team, communicates effectively, and observes and reports changes in resident condition to the Registered Nurse/Registered Practical Nurse. As a team member, the Personal Support Worker will adhere to all policies and procedures. The Personal Support Worker will support and demonstrate the mission, vision and values of Wellington Terrace through care, compassion, and positive attitude.

### **PRINCIPLE RESPONSIBILITIES:**

- Applies the [fundamental principle](#) of the Long-Term Care Homes Act in the operation of the home.
- Applies time management techniques.
- Attends all annual mandatory in-services.
- Communicates effectively with residents and members of the team.
- Contributes to the resident's care plan in accordance with the policies of Wellington Terrace.
- Demonstrates knowledge of situations requiring immediate attention and appropriately notify Registered Nurse/Registered Practical Nurse.
- Completes all documentation on the Point of Care system accurately in a timely fashion as close to the time care was completed possible.
- Demonstrates knowledge, skill, and attitude required to assist residents with activities of daily living and personal care.
- Works in a responsible manner.

- Identifies, responds to, and reports resident abuse.
- Recognizes and responds to behaviours, or changes in behaviours, related to illness or other conditions.
- Recognizes and responds to the physical, intellectual, emotional, mental, spiritual and cultural needs of the resident.
- Recognizes cognitive impairment and uses approaches and techniques to assist the resident and their family.
- Respects and adheres to all policies related to privacy and confidentiality.
- Respects the rights of the resident and the resident's family.
- Respects the unique individuality of each resident.
- Provides support and assistance to residents who are terminally ill and dying.
- Attends all team meetings when possible and reads all meeting minutes when absent.
- Takes direction in all outbreak/infection control issues.
- Responds to emergency fan-out when initiated.

**PROBLEM-SOLVING RESPONSIBILITIES:**

- Identify and report any changes in resident health status to registered staff.
- Prioritize workload based on the activities of the day.

**CONTACTS:**

**Internal:** Wellington Terrace and County staff, residents and families, service providers,  
**External:** Service providers, health care consultants, delegates of the Ministry of Health and Long-Term Care.

**MINIMUM QUALIFICATIONS:**

- Personal Support Worker Certificate from a Ministry of Health and Long-Term Care approved programme or equivalent.
- Police Vulnerable Sector Check required upon hire.

**SKILLS AND COMPETENCIES:**

- Able to work independently and as a team player on the multidisciplinary team.
- Flexible and be willing to work in all areas of the Home.
- Commitment to increase knowledge and skills on the job through in-service attendance and/or external education, especially in-services dealing with dementia or palliative care.
- Excellent interpersonal skills with a positive history of patience, compassion, and courtesy when dealing with residents and others.
- Positive attitude and desire to do the best possible job at all times.
- Ability to work in any Resident Home Area.
- Ability to deliver resident focused care and customer service.
- Knowledge of Wellington Terrace policy and procedures.
- Excellent written and oral communication skills.

**OTHER:**

- Location: Wellington Terrace, Fergus, Ontario.

- This position requires the ability to work all shifts, including weekends and on-call shifts, as scheduled.