



Job Title: Personal Support Worker Co-ordinator

Job Location: Chippawa Creek Care Ltd.

Reporting Relationship: Director of Care

Complexity and Scope of the Position

Reporting to the Director of Care of the Long Term Care Centre and in a collaborative relationship with the senior management team to plan, organize, direct, and coordinate resident care activities within approved policies and procedures, including performance, human resources, job routines and assignments of the PSW positions.

Key Activities

Resident Relations:

Ensures that resident care is consistent and evaluated continuously and brings needs and concerns to the attention of the Director of Care.

Leadership:

- Assumes full responsibility for the general day to day routines for the Personal Support Workers.
- Assists with the recruitment, hiring, orientation, continuing education, supervision, regular performance evaluation and the performance management process for PSW.
- Liaises with any staff on Modified Duties and ensures they are supported in RTW program.
- Participates in the quality process and leads Continence Committee.
- Coordinates and facilitates monthly meetings for Personal Support Workers.
- Communicates effectively and appropriately with nursing staff and staff of other departments to ensure good resident centered care.
- Assists home in organizing PSW student placements through community organizations.
- Assists in annual mandatory education and as needed.

Marketing & Occupancy:

Represents the Long Term Care Centre at seminars, workshops and other appropriate meetings.

Regulatory Compliance:

- Assists the Director of Care in ensuring that the department is operated efficiently and in compliance with *The Long Term Care Act and Regulations* and other pertinent legislated standards and requirements.
- Ensures that occupational health and safety policies and procedures are implemented.

Regulatory Compliance CONT'D:

- Assists with investigations of on-the-job injuries, accidents and unusual incident reports.
- Ensures optimal safety standards are maintained.

Operational and Administrative Systems:

- Ensures that the highest standard of care and quality of life is provided for residents through effective supervision of the performance of PSW and the maintenance for the appropriate management system, including record keeping and reporting.
- Provides support for the implementation of new projects related to nursing and personal care programs and services using a process of planned change.
- Participates in Quality Assurance/Risk Management activities.

Other:

Performs other related duties.

Qualifications

Experience:

- A sound knowledge and background in geriatric, rehabilitation or long term nursing including programs, restorative and general long term care operations.
- Knowledge of the *Long Term Care Homes Act*, and *Regulations*, *Occupational Health & Safety Act*, and other pertinent Federal, Provincial and Municipal Statutes which influence the operation of the Long Term Care Home and more specifically the Nursing Department.

Education:

Registered Practical Nurse

Skills & Abilities:

- A tactful manner and ability to communicate on an appropriate level with various levels of staff.
- Must be knowledgeable in nursing process, developments and trends in geriatric care field and have the skill to assist in the planning, coordination and supervision of a comprehensive resident care program.

Special Requirements

- Must be mature and possess excellent communication (written and verbal), leadership and interpersonal skills.
- Must be in good physical and mental health.
- Must possess strong organizational and time management skills.
- Ability to manage constant mental stress associated with performance of work due to time deadlines, organization of information, and interaction with the staff and public.
- Must be prepared to respond to emergency situations.
- Criminal Records Check and Vulnerable Persons Check.