



## JOB POSTING

# Relief Personal Support Workers

**FIFE HOUSE** is an AIDS service organization (ASO) providing supportive housing and support services to people living with HIV/AIDS. The organization is seeking dedicated persons to fill the role of **Relief Personal Support Worker** positions in our homeless initiative program operating in a men's shelter in Toronto.

### ABOUT THE ROLE

Fife House delivers services to 5 locations across Toronto by supporting residents' independence and transition into independent living or other permanent supportive housing communities. Our clients receive case management, practical support and assistance with Activities of Daily Living (ADL) & Instrumental Activities of Daily Living (IADLS) to maintain health and support personal well-being.

The Personal Support Worker will be expected to work from a trauma-informed framework and possess the knowledge, skills, and ability to work with people affected by trauma. They will have a good working knowledge of harm reduction principles and practices, the capacity and willingness to be self-aware, compassionate, resilient, self-reflective and open to learning and supervision and will be aware of and open to the community process of reconciliation. Additionally, candidates will be responsible for following Fife House policies at all times and will be required to work on a flexible schedule.

### OUR MISSION

Fife House Foundation Inc. is Canada's largest supportive residential programming and housing services provider for individuals and families living with HIV/AIDS.

We believe that access to secure and affordable housing is a key determinant of the health and well-being of people living with HIV/AIDS, and we strive to bring about positive and lasting change through cooperation, collaboration and partnership with other service agencies and meaningful engagement and involvement of diverse communities of people living with HIV/AIDS.

### ROLES AND RESPONSIBILITIES:

- **Bathing and oral hygiene:**
  - Shower/Bathing
  - Assisting with oral hygiene by cleaning dentures, brushing teeth and /or gums and providing additional mouth care as necessary
  - Assist with or provide hair washing as required
  - Provide peri-care in accordance with the continence needs of the client
  
- **Dressing:**
  - Assist with or dress the client according to his/her choice of clothing and timing
  - Assist with bedtime care of the client
  - Assist with the care and storage of client clothing

- **Toileting:**
  - Assist client to the bathroom, including ensuring
- **Transferring and Repositioning:**
  - Assist with safe lifts and transfers as identified in the resident care plan and respect the lifts policies
  - Mechanical lifts must be used when the need has been identified in the client's care plan – all mechanical lifts require the presence of two staff members
- **Feeding:**
  - Assist in the delivery, set-up and feeding of clients as outlined in their care plan
  - Monitor client for difficulties chewing and swallowing
  - Encourage and assist the client by recognizing likes and dislikes and communicating these to the client's support team so they can be reflected in the care plan
  - Provide oral care /denture care after meals and as required
- **Psych-Social and spiritual support:**
  - Respects clients' wishes, beliefs and spiritual practices
  - Moderates approach based on client preferences and mood
  - Care of the Fife House, Supplies and Equipment
- **Follow policies, procedures and protocols to:**
  - Maintain a tidy and safe workplace, including engaging in appropriate infection control practices
  - Laundry: including all tasks involved in the preparation and operation of the laundry for the facility and occasional inclusion of resident items
  - Participation in fire drills and mock emergency drills
- **Communication:**
  - Reporting changes in client status or safety concerns to the supervising Program Manager, other designate.
- **Other**
  - Participates in the orientation and ongoing education of Fife House staff, students and volunteers
  - Complies with all the company policies and Procedures, Infection Control protocols and Occupational Health and Safety policies
  - Life skills coaching and support Activities of Daily Living (ADL) & Instrumental Activities of Daily Living (IADLS)
  - Reporting changes in client behaviour and condition
  - Documenting of care and client goals/preferences
  - Participate in non-violent crisis intervention
  - Participate in client case management and care planning
  - Participate in the ongoing client assessment process
  - Support team delivery of individual client service and care plan

## **QUALIFICATIONS AND EXPERIENCE**

- Completion of Personal Support Worker Certification at an approved institution
- Completion of post-secondary education in either Social Service Worker Certification is required
- At least 1 year of experience providing personal support services
- Experience working with homeless men, who may be older, living with serious mental illness, cognitive illnesses and substance use challenges, who have been long term shelter users
- Demonstrated and proven ability to work with an interdisciplinary team and community partners
- First Aid and CPR certification
- Prior experience in ongoing assessment of needs using standardized assessment tools
- Prior experience with care, case management and service planning

- Knowledge of HIV infection in the current context and knowledge of the HIV sector in Ontario
- Experience and/or education in addictions, corrections and mental health
- Demonstrated and proven ability to work with a team and community partners
- Demonstrated ability to manage conflict and crisis
- Physically able to perform demanding body mechanics (mobility, lifting, transfers) and other light physical work
- Demonstrated commitment to client-centered care
- Demonstrated ability to recognize safety concerns
- Good oral and written skills, excellent computer skills
- Understanding of the Residential Tenancies Act
- The ability to communicate in a different language is an asset
- Food Handlers certification is an asset
- Prior experience working in supportive housing is an asset
- Non-violent crisis intervention training is an asset

**WHAT FIFE HOUSE FOUNDATION INC. CAN OFFER YOU:**

- A meaningful and rewarding career with a direct impact on the clients that we serve
- Comprehensive paid training and ongoing development and support
- Friendly, team environment
- Competitive wages and comprehensive benefits

**TERMS OF EMPLOYMENT:**

We are currently hiring for Relief Positions. Flexibility of work schedule will be required surrounding events.

**ABOUT THE APPLICATION PROCESS:**

Fife House is committed to employment equity and creating a workplace that represents the diversity of Ontario. Fife House is an equal-opportunity employer and encourages members of equity-seeking groups to apply. Women, people of colour, people with Disabilities, Indigenous people, those who identify as LGBTQ2S and those living with HIV are encouraged to apply for the position. Fife House's Head Office is wheelchair accessible. We commit to making accommodations during the hiring process, upon request, for applicants with Disabilities.

We thank all applicants, but only candidates selected for an interview will be contacted.