



## INTERNAL/EXTERNAL JOB POSTING

**Position Title:** Personal Support Worker

**Job Type:** Casual (May work up to 84 hours per pay period)

**Location:** Providence Village Inc., 1200 Princess Street, Kingston, Ontario

**Work schedule:** 8-hour shifts, weekdays/weekends

**Available Positions:** 8

**Union/Bargaining Unit:** LiUNA 3000

**Compensation:** \$25.91 - \$ 26.96/hour (2024)

### Job Summary

Under the direction of the Registered Practical Nurse (RPN) the Personal Support Worker provides personal care to the Sisters and reports any changes/concerns in their well-being to the registered nursing staff.

### About the Sisters of Providence of St. Vincent de Paul and the Providence Motherhouse

The Sisters of Providence of St. Vincent de Paul are a congregation of Roman Catholic women founded in Kingston, Ontario on December 13, 1861. Providence Motherhouse at 1200 Princess Street is the home of the Sisters of Providence of St. Vincent de Paul and the administrative centre for the congregation and its ministries. It is also a home to members of the Congregation of Notre Dame and the Religious Hospitallers of St. Joseph.

### What We Offer:

- High ratio of staff to residents/Sisters
- 8 & 12-hour shifts that promote work/life balance
- Opportunities for professional growth
- Competitive wage
- Free parking
- Great team environment

### Responsibilities

- The employee will provide appropriate personal care within the scope of a personal support worker and inform the Sister of social activities, appointments, Mass, bath times and encourages participation in social activities and special events.
- Informs the Sisters that she is caring for them and will keep them informed of social activities, appointments, Mass, bath times and encourages participation in social activities and special events.
- Perform safety checks hourly or more frequently if required for the Sisters safety.
- Will work together with coworkers as a team and will answer all call bells promptly, and provide any care required.



- Instill eye drops/ointments, treatment creams after completing an education program and a successful return demonstration on safe and proper techniques.
- Utilize quiet time appropriately, by ambulating, visiting and/or reading to the Sisters, etc.
- Accompany Sisters to outside appointments if required and as requested.
- Keep updated on any changes in care or the condition of a Sisters health by reading the Inter-shift communication sheets.
- Listen to reports, accepts assignment and clarifies any questions regarding care with the Nurse in Charge.
- Utilize effective communication skills and allows the Sisters to be involved in their care decisions when possible and where appropriate.

**Required Qualifications:**

- Personal Support Worker Certificate from an accredited school.
- One year of professional nursing experience within a Geriatric or Rehabilitation setting preferred.
- Current CPR and First Aid certification.
- Vulnerable Sector Check (level 3), copies will not be accepted.
- Immunization must be up to date including proof of COVID Enhanced Vaccination

**Application Instructions:**

Interested candidates should submit a cover letter and resume (PDF format) to [HR@providence.ca](mailto:HR@providence.ca) indicating the competition file # **Personal Support Worker, 2024.18.01R** in the subject line. The competition is on-going until positions are filled.

Employees are required to be fully vaccinated against COVID-19 as a condition of being eligible for the recruitment process. Proof of COVID-19 vaccination will be required.

PVI is an equal opportunity employer, committed to creating a diverse and inclusive workplace. We value and celebrate the unique qualities, perspectives and experiences each team member brings, and are dedicated to creating an environment where everyone feels valued, respected and empowered to contribute their unique skills and ideas. We welcome and encourage applications from candidates of all backgrounds, identities and experiences, and prioritize equity in our hiring processes, aiming to eliminate bias and systemic barriers to ensure fair opportunities for all qualified candidates. We believe that an equitable work environment leads to innovation, collaboration and success. Join us in building a more inclusive future together.

The Sisters of Providence Motherhouse, located in Providence Village Inc. is situated on the traditional lands of the Anishinaabe, Haudenosaunee and Huron-Wendat peoples. We thank these nations for their care and stewardship of these lands on which we are grateful to be able to live, learn and play.



We are committed to equity, inclusion and anti-oppression in all of our processes, policies and relationships. Our recruitment and hiring will reflect our commitment to these principles. Please notify the above if you require an accommodation to fully participate in the hiring process or require recruitment documents in an alternative format or in French.

To find out more about the Sisters of Providence of St Vincent de Paul or Providence Village, visit [www.Providence.ca](http://www.Providence.ca) or [www.ProvidenceVillage.ca](http://www.ProvidenceVillage.ca) or follow us on Facebook and Twitter.

*We thank all interested applicants, however only those selected for an interview will be contacted.*