



**Position title:** Personal Support Worker Part-Time

**Competition file number:** 2026.09.16\_PSW\_PT

**Department:** Nursing

**Reports to:** Director of Care

**Job type:** Part-time

**Location:** In Person - Providence Village Inc., 1200 Princess St., Kingston, Ontario

**Number of Positions:** 2 Part-time Regular

**Compensation:** \$26.64 to \$28.32 plus 6.5% in lieu of benefits

**Hours of Work:** Bi-weekly hours work up to 75 (8 & 12 hour shifts). Required to work all shifts including days, evenings, nights and weekends.

**Closing date:** Posted until filled

### **Part-time Personal Support Worker**

We are recruiting for a part-time Personal Support Worker. Providence Village offers a unique and fulfilling employment opportunities for health-care professionals who will provide professional nursing care to the retired Sisters of Providence of St. Vincent de Paul. Situated within Providence Motherhouse, our small, independent care home focuses on specialized care, including long-term, dementia and palliative care.

### **About Us**

Providence Village is an independent not-for-profit charitable organization that is building a community hub. Providence Village supports the retirement living and care of the Sisters in residence, and is developing the buildings and grounds to realize the vision of a neighbourhood of people helping people.

Providence Village is both a home and a welcoming community where our partners provide complementary care and services to support the health and wellness needs of people living in Kingston, Frontenac, Lennox and Addington access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.



### **What We Offer**

At Providence Village, you'll be part of a mission-driven workplace where your work makes a meaningful impact in our community. Our values of compassion, integrity, inclusion, stewardship and collaboration guide everything we do, from establishing partnerships to developing employees.

Our team is committed to driving positive change in the community we serve.

- We believe that an equitable workplace fosters innovation, collaboration and success.
- We support opportunities for professional development.
- We are located in a beautiful historic property in Kingston, Ontario with accessible green spaces.

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### **Working Conditions**

All positions are in-person, working at our location at 1200 Princess Street in Kingston, Ontario. Clinical care services operated continuously, 24 hours per day, 7 days per week. Healthcare staff work rotating schedules, including days, evenings, overnights and weekends.

To protect the health and wellness of our residents and staff, all employees must be fully vaccinated against communicable diseases as outlined in the Canadian Immunization Guide.

### **Position Summary**

Reporting to the Director of Care (DOC), the Personal Support Worker is responsible for providing holistic, compassionate care to the Sisters living in the Motherhouse, integrating the mission and core values of the Sisters of Providence of St. Vincent de Paul, respecting individuality and dignity of each Sister and co-workers in a faith-based environment.

### **Qualifications and Competencies**

- Personal Support Worker Certificate from an accredited school.
- Geriatric or rehabilitation setting preferred.
- Demonstrated continuous learning.
- Maintains current CPR Certification and First Aid.
- Acceptable Criminal Reference Check and Vulnerable Sector Screen.
- Experience in Microsoft Suite of products (i.e., Word, Power Point, Outlook)
- Experience working in a complex, dynamic, high demand work environment



- Experience in a unionized work environment would be an asset.

### **How to apply**

Interested candidates should submit a cover letter and resume (PDF format) to [careers@providencevillage.ca](mailto:careers@providencevillage.ca) indicating the competition file number **2026.09.16\_PSW\_PT**. Please inform us of any accommodations so we can ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act at any stage in the recruitment process.

We celebrate the unique qualities, perspectives and experiences of each team member. As Providence Village grows, we are committed to cultivating an environment where everyone feels valued, respected and empowered to contribute their skills and ideas. We encourage applications from candidates of all backgrounds, identities and life experiences. We believe that an equitable workplace fosters innovation, collaboration and success.

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