

# Employment Opportunity

Punjabi Community Health Services

<b>Job Title:</b> Caregiver Support Worker  <b>Job Posting #</b> CSW/GP-004/2021-22	<b>Date Posted:</b> April 14, 2021	<b>Reports to:</b> Manager of Operations, Quality and Systems  <b>Position Type:</b> Full Time
	<b>Date Closed:</b> April 27, 2021	

**About Organization:**

Punjabi Community Health Services (PCHS) is a pioneer community based not for profit, charitable organization. PCHS has been fulfilling the needs of the diverse populations for 30 years by providing services in the areas of addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement and services for women, children and youth. PCHS has several research studies to its credit and recognized as an innovative organization for community development and its Integrated Holistic Service Delivery Model. PCHS is accredited by Commission of Accreditation Rehabilitation Facilities (CARF) International and Imagine Canada. PCHS is a 2SLGBTQ sensitive organization.

**About Position:**

The Sahara Caregivers Support and Respite Program is committed to educate caregivers on multiple health concerns faced by seniors. This position will educate caregivers to keep seniors away from hospitals and long term care facilities and also to keep them healthy and at home as long as possible. Promoting positive healthy lifestyle as well as providing culturally and linguistically appropriate educational sessions are the essential components of the program. Caregiver Support Worker will be responsible to develop, plan, implement, report and evaluate the several components of the Sahara Caregivers Support and Respite Program.

**Qualifications and skills required:**

- College diploma in social work and equivalent education.
- Registration with relevant regulatory body is preferred
- A combination of skills, experience and academic qualifications will be considered
- Experience working with South Asian population
- Sound knowledge of healthy lifestyles and Health and Safety standards
- Demonstrate problem solving and decision making skills
- Strong networking and facilitation skills
- Strong interpersonal skills, ability to work independently, as well as with multi-disciplinary teams, both internally and externally
- Excellent computer skills with advanced proficiency in Microsoft Office
- Familiarity with Cloud technology and SharePoint will be an asset
- Effective written and verbal communication skills as well as presentation

**Requirements:**

- Must possess a valid Ontario Driver’s License, have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Fluency in Punjabi or Hindi or Urdu languages (in addition to English)
- Current CPR and First-Aid certification

## **Key Responsibilities:**

- Develop, plan and implement educational activities for caregivers
- Ability to arrange logistics for running the group program
- Networking skills to coordinate with stakeholders to organize need based informative sessions/workshops /trainings for caregivers
- Provide training /orientation to the program volunteers/students
- Write program updates for the newsletter and media
- Conduct/liaison meetings with community groups and service providers
- Conduct outreach activities, public events, set up display tables at community events and online group facilitation, as applicable
- Develop and maintain strong working relationships with hospitals, health care professionals, and the community-at-large
- Regularly update Client Record Management System (CRMS) and complete Screener for assessment
- Capability to handle health and safety /other crisis related to Sahara Caregivers Support and Respite Program
- Maintain appropriate record-keeping/documentation and client files, statistical and outcome measurement tools as required by PCHS policies and procedures
- Attend and actively participate in team meetings, other client related meetings and program meetings as required
- Assist with the development, implementation and evaluation of the program
- Conduct Inter-RAI CHA assessments and develop individualized care plans for the caregivers and the care receivers
- Work closely with the Respite Workers (Personal Support Workers) to develop appropriate individualized care plans for the care receivers; address and review ongoing client needs and develop respite schedules (based on the assessments conducted)
- Prepare, plan and conduct caregivers workshops and educational sessions in the community
- Comply with the organizational policies and procedures; funding guidelines and accreditation standards
- Represent PCHS at various partnership, collaboration and network meetings
- Attend ongoing training opportunities with regards to the enhancement of the program
- Other related duties as assigned

## **Organizational Responsibilities:**

- Actively contribute to the mission, vision and values of PCHS
- Follow the organizational Code of Ethics and professional standards of your certification and your position in the organization
- Adhere to the policies and procedures of your program(s) and organization
- Perform the duties outlined in this job description
- Contribute in a positive way to the overall success of the program and organization
- Participate in the establishment of program goals and objectives and set service priorities based on it

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- Demonstrate a positive and professional attitude when representing the organization in the community
- Actively encourage the involvement and empowerment of clients/ survivors
- To follow the direction of the Joint Health, Safety & Wellness Committee in compliance with the Occupational Health and Safety Act (OHSA)

**Hours:** Full Time, 37.5 hours per week  
(Some evenings and weekends work is required)

**Position to commence:** May 10, 2021 or earlier

Please submit resume by **April 27, 2021** to the Hiring Committee at [hr@pchs4u.com](mailto:hr@pchs4u.com)

Please add **Job Posting # CSW/GP-004/2021-22** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

*PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at [hr@pchs4u.com](mailto:hr@pchs4u.com)*