



Creating Alternatives mission is to “include individuals, in a meaningful way, into their community by providing opportunities for their success in all aspects of life”.

External	Personal Support Worker (PSW) & Driver
Reports to	Program Coordinator
Classification	Permanent Full Time (Monday to Friday, 7.5 hrs/day)
Compensation	Salaried with benefits

Summary of Responsibilities

The Program PSW and driver primary role is to support the program participants in fully achieving their personal goals as outlined in their Independent Support Plan (ISP) by providing assistance in all areas of self-care, promoting independence within the program/community setting, and maintaining a safe and secure environment. This role will also provide transportation services to participants and staff in the community to achieve program/ISP goals.

Duties and Responsibilities

PARTICIPANT SUPPORT AND SAFETY

- Provide support for personal care needs to program participants
- Provide homemaking services and respite care in the community
- Participate in program development
- Provide medication support
- Communicate with families to ensure goal alignment and safe care provision
- Maintain inventory of all cleaning and PPE supplies
- Participate in the implementation of IPAC practices in alignment with policies with regards to cleaning/disinfecting, hand hygiene, PPE protocol, auditing, reporting and record-keeping
- Align with policies and procedures relating to safety in the environment and of the individual
- Support the health and well-being of participants during activities and outings, promote independence

SITE SAFETY AND COMMUNITY ACCESS

- Maintain a clean and safe environment during program activities by aligning with policies
- Support IPAC protocols with individuals which may include administering temperature checks and completion of administrative documents
- Provide transportation services to and from the day program or to enable community access to staff and participants using a company vehicle
- Monitor, mentor and encourage appropriate social and behavioral expectations from participants

- Support participants in conflict resolution, informed decision-making, and acquiring new life skills
- Provide group or individualized support to individuals in various settings including in-home, day program, and community

ADMINISTRATION

- Complete all administrative requirements including documentation, reporting and recording statistical data
- Attend professional development opportunities as required

CORE COMPETENCIES

- Ability to establish and maintain effective working relationships with staff, families, partners, and other support agencies
- Excellent interpersonal and communication skills, written and oral
- Effective problem-solving and conflict resolution
- Adaptability to work in a team-oriented environment
- Program development that aligns with the individual's ISP

QUALIFICATIONS

- Personal Support Worker certificate
- Minimum 2 years working experience with individuals with developmental delays, autism, or with behavioural challenges
- Valid G class driver's license
- Current Ontario vehicle insurance, current Auto Plus report is required
- Minimum of 5 years' experience driving a minivan or similar
- 3 years of passenger transportation experience is required and a clean driver's abstract
- Current and up-to-date vulnerable sector police check
- Current First Aid and CPR is an asset
- Ability to demonstrate initiative, flexibility, and to multi-task
- Must be able to participate, contribute and thrive in a team environment

HOW TO APPLY:

Interested Candidates can send a cover letter and resume to info@creatingalternatives.ca by August 19, 2022.