

### Home Care Aide (Permanent Part Time)

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families and groups in the community to gain greater control over their lives and community.

The Home Care Aide provides in-home light housekeeping services and assists the Personal Support Worker who provides in-home personal care to seniors and people with disabilities who are frail, vulnerable and/or suffering from social isolation.

**West Neighbourhood House is actively seeking applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.**

**West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.**

#### **Responsibilities:**

- Assist clients and/or their caregivers with their light housekeeping tasks such as cleaning (vacuuming, dusting), laundry, shopping, errands (accompanying the client, for example, to the bank), and meal preparation;
- Assist the Personal Support Worker to provide program services such as personal and hygiene care, light housekeeping duties and to physically assist the clients with transferring from bed to chairs, wheelchairs and washrooms
- Assist clients and/or their caregivers in maintaining a clean and safe living environment;
- Monitor the client's mental/physical health and their capacity for self-care;
- Report incidents, changes and observations regarding the client's well-being to the Home Support Team Leader for follow-up;
- Attend to safety related issues by following procedures;
- Document services provided to clients to assist in service evaluation reports and funding proposals;
- Attend scheduled training and team meetings as required;
- Providing other related assistance to the Older Adult Centre programs as required.
- Participate as a team member on planning initiatives, in-House committees or activities, and providing other related assistance as required;

## External Job Posting

### Qualifications:

- Knowledge of the in-home needs of seniors, who may be frail, chronically ill, palliative, cognitively impaired, and/or living with disabilities in the community.
- Excellent interpersonal skills, with the ability to work as a service-oriented staff member;
- Sensitivity towards the needs of clients from diverse cultures and backgrounds;
- Physical ability to provide program services such as light housekeeping, vacuuming, laundry, meal preparation, running errands and assisting clients and/or caregivers with their daily activities;
- Ability to respond to emergencies by following procedures;
- Demonstrated skills in crisis intervention, with good interpersonal and verbal skills in order to interact with clients, their families and their caregivers, and to provide support and empathy, in a multi-cultural community setting.
- Ability to work Monday to Sunday, including evenings, overnights and specially weekends, and to be available on-call if required.
- CPR and First Aid Certification an asset
- Good written and verbal language skills in English.

<b>Status:</b>	Permanent Part-time (CUPE Local 3393 Bargaining Unit Position)
<b>Start Date:</b>	ASAP
<b>Hours:</b>	Up to 40 hours per week
<b>Rate:</b>	\$19.66 per hour as of April 1, 2024 (plus 5% vacation pay, 6% in lieu of benefits, 12.5 vacation days and 3 discretionary days)
<b>Unit:</b>	Older Adult Centre
<b>Immediate Supervisor:</b>	Coordinator, Home Support
<b>Posting Date:</b>	March 14, 2024
<b>Closing Date:</b>	Ongoing recruitment. Resumes will be considered as they arrive.
<b>Note:</b>	<b>All Home Care Aides are required to be fully vaccinated as a condition of hire in accordance with the West Neighbourhood House Covid-19 Vaccination Policy.</b>

**Please send your resume and cover letter as soon as possible to:**

Hiring Committee  
588 Queen St. W.  
Toronto, Ontario  
M6J 1E3  
[jobs@westnh.org](mailto:jobs@westnh.org)