



Personal Support Worker (PSW)
Job Description
Aroland First Nation

PURPOSE OF THE POSITION

Matawa First Nations Management established the Matawa Health Co-Operative (MHC). This provincially incorporated Co-Op consists of the nine Matawa member communities – Aroland, Constance Lake, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik and Webequie First Nations.

With the support and guidance from the Executive Director of the Matawa Health Co-operative or their designate, the employee will provide services and care with emphasis on a holistic approach to support clients, communities, and families of the Matawa communities.

SCOPE

Under the supervision of the Community Health Director and the Manager of Nursing Transfer, or their designate, the Personal Support Worker (PSW) provides personalized care and assistance to Matawa members and clients while working with an interdisciplinary healthcare team. It involves working in a clinical setting and providing outreach services, including home visits, to support patients in Aroland First Nation and area. The PSW will assist clients with personal care, promote independence, and support access to essential health and social services.

RESPONSIBILITIES

- Assist clients with personal care tasks such as grooming, dressing, and mobility support, in both the clinic and home visits
- Accompany patients to appointments or community services when needed.
- Conduct outreach visits to monitor patient well-being and provide basic support services in the home.
- Support clinical flow by helping prepare patients for appointments and assisting with non-clinical tasks.
- Observe and report changes in patient condition to clinical staff.
- Document all visits, services provided, and observations accurately and promptly.
- Collaborate with nurses, physicians, and other healthcare team members to support patient-centered care.
- Provide basic health promotion education (e.g., hydration, nutrition, hygiene) and encourage self-care where appropriate.
- Support clients in navigating the healthcare system and accessing necessary services or follow-ups.

KNOWLEDGE, SKILLS AND ABILITIES

Skills and Abilities

The incumbent must demonstrate the following skills:

- Ability to display and support Matawa Health Co-operative's vision, mission, and goals in providing respectful and effective health care.
- Exceptional oral, written and presentation skills.
- High degree of accuracy and attention to detail.
- Electronic documentation of health records.
- Knowledge of various computer systems and applications (i.e. Microsoft Office, etc.).
- The ability to maintain patient confidentiality.
- Must be able to perform work duties with minimal supervision.
- Strong conflict resolution skills.
- Strong interpersonal skills.
- Ability to work effectively with all members of the health care team.
- Ability to prioritize, manage time effectively and be flexible in a very active work environment.
- Must portray adaptability and flexibility.
- Must be culturally sensitive and respectful Indigenous culture and beliefs.
- Demonstrates commitment to fostering a healthy and positive work environment.
- Must be willing to travel extensively.

QUALIFICATIONS AND REQUIREMENTS

The incumbent must have proficient knowledge in the following areas:

1. Ontario Certificate from an accredited College PSW program.
2. Registered and in good standing with the Personal Support Worker Registry of Ontario.
3. Member of the Ontario Personal Support Worker Association (OPSWA).
4. Must satisfactorily pass a Tuberculin (TB) Skin Test and Criminal Records Check (including Vulnerable Sector).
5. Current CPR and First Aid certification.
6. Must possess a valid G driver's license.
7. Must be able to travel to the Matawa First Nation Communities and meetings/workshops when required.
8. Access to a vehicle and insurance to travel to highway accessible sites.
9. Experience in a primary care, community health, or similar setting, an asset.

10. Ability to speak Oji-Cree or Cree, an asset.

WORKING CONDITIONS

Physical Demands

The Employee may have to travel to the communities in all weather conditions. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Employee may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The employee may have to manage a number of projects at one time and may be interrupted frequently. The employee may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

CERTIFICATION

<p>_____ Printed Name</p>	<p>_____ Supervisor's Title</p>
<p>_____ Employee Signature Date</p>	<p>_____ Supervisor's Signature Date</p>
<p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Executive Director's Signature Date</p>	
<p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

