



## Copernicus Lodge

66 Roncesvalles Avenue  
Toronto, Ontario M6R 3A7  
Tel: 416-536-7122

### Independent Living Assistant

We are seeking dynamic and innovative individuals to step into our open **Independent Living Assistant (ILA)** role, who will work enthusiastically in a client and family centered and comprehensive services environment that meet client needs. They will ensure tenant safety and work within a quality improvement framework to identify opportunities for enhancing quality of the care provided to our residents.

The ILA role provides assistance with personal care (i.e., bathing, laundry, cleaning, and feeding depending on the tenant); assistance with routine activities of daily living, socialization and emotional support. The ILA is responsible for providing care and services in a manner consistent with Copernicus Lodge's Mission, Vision and Values.

#### Key Role Duties:

The Independent Living Assistant performs all essential activities of daily living. These activities will include but are not limited to the following:

- transfers and position changes - lifts etc.;
- Bowel and Bladder care;
- Baths, showers, including shampoos, shaves etc.;
- Skin Care including observation of changes;
- care of specialized Equipment;
- dressing and undressing;
- oral and foot care;
- assistance with taking pre-measured medications; assistance with glucose testing
- changing non-sterile dressings;
- bed making/changing linens;
- meal preparation, delivery of meals, and escort to/from dining room;
- assistance with shopping and banking/paying bills;
- escorts /reminders to daily activities, chapel and Adult Day Program,
- Communication assistance/making appointments
- Assist the Community Program Manager and the Supportive Services Supervisor to ensure the tenants obtain the services they require (as outlined in the Tenant Service Contract Agreement).
- Monitor all Supportive Services Program incidents through appropriate documentation and follow-up.
- Ensure maintenance of all required documentation and records according to Ministry of Health requirements.
- Perform quality assurance audits as dictated by the Community Program Manager.

#### Qualifications:

- Successful completions of a post-secondary Personal Support Worker Certificate, with 6 months previous experience in providing assistance with activities of daily living for the elderly required;
- Good Communication Skills;
- Proven consistency in work performance, including reliability, emotional stability, and appropriate general attitude;
- Sensitivity to the needs of persons who are physically and cognitively impaired.
- Ability to maintain confidentiality in respect to the privacy of persons worked with is essential.
- Ability to physically provide support services as contracted and directed with the tenant.
- Dependable and Reliable.
- Ability to work things out with the tenants and allow the tenant to direct his/her own assistance.
- Fluency in English, with a strong understanding Polish and Polish culture a definite asset.
- Computer/word processing skills an asset.
- Able to work various shifts and weekends.
- Possession of a Personal Support Worker (PSW) certificate is required for all staff hired (mandatory as per regulations after June 30, 2011)

NOTE: PSW certificate program must meet the following:

- The vocational standards established by the Ministry of Training, Colleges and universities,
  - The standards established by the National Association of Career Colleges; or
  - The standards established by the Ontario Community Support Association; and
- Must be a minimum of 600 hours in duration, counting both class time and practical experience time.

Only candidates selected for an interview will be contacted. If you have any requirements for accommodation due to disability, please advise Human Resources during the recruitment and selection process. We will work with you to best meet your needs as per resources available to us.

Copernicus Lodge is an equal opportunity employer. We would like to thank all those that apply but only those selected for an interview will be contacted. We request no emails, faxes, phone calls, or requests to meet please.