

**Community Support Worker**  
**Casual**  
**Almonte and Carleton Place**  
**\$20.26/hr**

Mills Community Support Corporation is seeking Community Support Workers in the Mississippi Mills, Carleton Place, Beckwith, Pakenham, Clayton, Lanark and Lanark Highlands areas for the assisted living and respite program. We are a multi-service agency with one of its functions being a provider of support services to seniors in our community.

The Community Support Worker (CSW) is a mature, person centered individual who is responsible for the provision of support services for seniors living in the community. All CSW's will provide coordinated, person-centered support to older adults who are considered to be "at risk" so that they can have a good and safe life, continue to live at home and participate in the life of their community.

**Job Duties:**

- Provides individualized, personal care and assistance with activities of daily living and household tasks as outlined in care plan;
- Assists with or reminds clients of medication as outlined within the care plan;
- Consistently reviews client care plans on each shift to stay abreast of any updates or changes;
- Reports any emergency situation to the Supervisor or designate as soon as possible;
- Reports any changes or concerns regarding clients to the Supervisor;
- Completes all required reporting and documentation in an accurate and timely manner;
- Works as a collaborative member of a team and provides necessary updates and information to teammates;
- Other duties as assigned.

**Qualifications:**

- Minimum of a certificate from an accredited Personal Support Worker course in the province of Ontario.
- Two years recent and relevant experience in long-term care (facility or community) or supporting older adults.
- Physically capable of performing assigned duties (current medical assessment and immunization record).
- Must be willing to work day, evening and on call night shifts including weekends.
- Excellent verbal and written communication skills, and ability to work collaboratively as a member of a team.
- Tact, diplomacy and initiative suitable to deal with others in management positions, co-workers and volunteers are essential to ensure continuity and effective teamwork.
- Valid G driver's license, driver's abstract and availability of own vehicle with a minimum of \$2,000,000 liability coverage is essential.
- Valid First Aid Certificate with CPR/AED Level C.
- A Criminal Record Check for the Vulnerable Sector within the last 6 months is required.

If you are interested in being considered for a position, please forward a cover letter and resume to:

**Mills Community Support Corporation**  
Attn: Brittany Hudson, Director, HR  
67 Industrial Drive, P.O. Box 610  
Almonte, ON K0A 1A0

Email: [careers@themills.on.ca](mailto:careers@themills.on.ca)

Fax: 613-256-1185

We thank all applicants, but only those selected for an interview will be contacted.