

**Internal / External Job Posting #2025-012**

<b>Position:</b>	Personal Support Worker	<b>Job Status:</b>	Permanent Part Time
<b>Required Shifts:</b>	Days, evenings, weekends	<b>Reports to:</b>	Residential Supervisor
<b>Hours of Work:</b>	0.525 FTE	<b>Hourly Rate:</b>	Union Grade 3 (\$22.98 to \$26.46)
<b>Location:</b>	Back to Home Program, Belleville	<b>Union/Non-union:</b>	Union
<b>Date Posted:</b>	February 21, 2025	<b>Closing Date:</b>	February 28, 2025 at 4:30PM

**About Us:**

The Canadian Mental Health Association Hastings Prince Edward (CMHA HPE) provides a wide range of services and programs to support individuals aged 16 and older in achieving their mental health and addiction recovery goals. Committed to promoting mental wellness and resilience, CMHA HPE offers crisis intervention, addiction services, and mental health support, ensuring everyone in the community has access to the resources they need to feel well. By fostering inclusive and supportive environments, CMHA HPE empowers individuals to lead fulfilling and healthy lives. For more information, visit [CMHA HPE](#).

**Position Summary:**

The Personal Support Worker (PSW) is a member of the multi-disciplinary team at our Back-to-Home Program (BTH). The PSW provides personal support and activities of daily living support to residents of the program. The PSW provides services that directly support residents to adequately maintain their living environment and personal care activities while promoting learning and skills development. The PSW collaborates with members of the BTH multi-disciplinary team in meeting the needs of residents to attain an optimal level of independence and wellbeing. The residents may have various diagnoses and/or issues related to mental health, substance use, communicable diseases, viruses, incontinence etc. All services are provided in accordance with the mission and established protocols of CMHA HPE.

**Minimum Qualifications & Experience:**

- College certificate Personal Support Worker Program
- Two years of relevant experience providing PSW services
- Knowledge of substance use/mental health preferred
- Current First Aid and Cardiopulmonary Resuscitation (FA/CPR) Certification
- Current Non-Violent Crisis Intervention (NVCI) preferred or willingness to certify within 3 months of hiring
- Current Suicide Intervention training (i.e. Applied Suicide Intervention Skills Training (ASIST) is an asset
- Demonstrated knowledge of mental health symptoms, issues, psychotropic medications and associated side effects an asset
- Knowledge of issues related to addictions an asset
- Good personal support needs assessment skills
- Ability to work under pressure within a changing environment
- Working knowledge of the Health Care Consent Act, Mental Health Act, Personal Health Information Protection Act, and other relevant legislation
- Good communication and interpersonal skills
- Well-developed problem-solving, prioritization and conflict resolution skills
- Awareness of community resources
- Ability to work effectively in a multidisciplinary team or independently as required
- Ability to take direction well
- Ability to adjust to working in different social and economic environments
- Ability to work autonomously as well as collaboratively in a multidisciplinary team environment
- Basic proficiency in computer skills; MS Office preferred
- Ability to work flexible hours and including weekends
- Must possess a valid Ontario Driver's License and have regular access to a reliable vehicle and provide proof of adequate vehicle insurance.
- Required to provide a satisfactory criminal reference check (CRC) and Vulnerable Sector prior to hire

**BENEFITS AND PERKS:**

At the CMHA HPE, we prioritize the well-being and professional growth of our employees. For part-time employees, we offer a percentage of pay in lieu of the health, dental, and vision insurance benefits enjoyed by our permanent full-time employees. We also offer a generous paid time off policy, and an employer-matched pension plan through HOOPP. Our team members enjoy flexible work arrangements to support a healthy work-life balance, ongoing professional development opportunities, and access to wellness programs and resources. Additionally, we provide a supportive and inclusive work environment that values diversity and fosters a culture of collaboration and respect. Join us and be part of a community dedicated to making a meaningful impact on mental health and well-being.

**HOW TO APPLY:**

Please submit a resume and cover letter quoting competition number 2025-012 to [careers@cmhahpe.ca](mailto:careers@cmhahpe.ca) prior to the closing date of February 28, 2025, at 4:30PM.

**ACCESSIBILITY STATEMENT:**

The Canadian Mental Health Association HPE is committed to creating an inclusive and accessible workplace for all employees. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), we strive to ensure that our recruitment and hiring processes are barrier-free and provide accommodations for candidates with disabilities. If you require an accommodation at any stage of the recruitment process, please inform us and we will work with you to meet your needs. We are dedicated to fostering an environment that respects and values the diversity of our team and the communities we serve.