



## MPA Society

Empowerment in Mental Health since 1971

November 23, 2020

### **JOB POSTING**

POSTING NUMBER: 2020-68

POSITION: Personal Support Worker  
Regular Part-Time

UNION: HEU – MPA Certification

PROGRAM: Larwill Place - Modular Housing Program, Vancouver

SALARY RANGE: Grid 34: \$25.40 – \$27.53

HOURS OF PAY: 23 hours per week

SCHEDULE: Saturday & Sunday: 0600 hrs to 1800 hrs

START DATE: ASAP

All candidates subject to a criminal records search.  
Qualifications and job description attached.

**Please indicate posting number 2020-68 when sending applications and resumes to [hr@mpa-society.org](mailto:hr@mpa-society.org)**

Internal applications no later than 4 p.m. Monday, November 30, 2020.

\*\* Days and hours of work may change.

cc Union  
File



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## **Job Description – Personal Support Worker**

Larwill Place Modular Housing Program

<b>Classification Benchmark:</b>	Support Worker 2
<b>Grid Level:</b>	Grid 34
<b>Collective Agreement:</b>	Community Subsector Association
<b>Reports To:</b>	Coordinator, Modular Housing Program

### **Job Summary**

Working in and from the worksite, the Personal Support Worker provides assistance, support and basic skill training to tenants in their living environment while encouraging independence, responsibility, and healthy lifestyle choices.

This Personal Support Worker position would focus on providing enhanced support to program participants that have been referred by Vancouver Coastal Health to Larwill Place, with a focus on medication support, hygiene assistance, housekeeping, and coordination of community resources.

### **Functions & Responsibilities**

1. Provides assistance with personal hygiene, grooming, toileting, housekeeping and other life skills
2. Participates in case planning with clients and/or healthcare providers by performing duties such as interviewing clients to identify problems and needs, by obtaining required information from a variety of sources such as families and care providers, documenting client needs and wants, and assisting clients to determine appropriate programs.
3. Advocates for clients by problem solving in areas such as landlord-tenant disputes, financial assistance, accessing community resources, and obtaining volunteer or work placements.
4. Observes clients, identifies and assesses potential emergency situations, and develops short-term strategies to deal with such situations including de-escalating challenging behaviours. Reports medical, behavioral, and other problems as required. Provides feedback and input regarding clients' needs, performance, and progress.
5. Provides supportive feedback, demonstrations, modeling, and behavior management to clients, their families, and their personal networks, to assist with the development of physical, social, emotional, and life skills such as maintaining personal hygiene,



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- housekeeping, meal planning and preparation, meeting financial obligations, making and keeping appointments, and interpersonal skills.
6. Provides medication support, in accordance with established policy.
  7. Provides meal programs or support in accordance with established policy.
  8. Identifies available social, economic, recreational, and educational services and resources in the community that will meet clients' needs. Provides clients with related information.
  9. Facilitates clients' physical, recreational, educational, and employment needs by performing duties such as arranging for clients to be transported to programs/services, assisting clients to attend appointments, and implementing programs.
  10. Carries out administrative transactions such as petty cash, client accounts, collecting rents.
  11. Completes and maintains related records and documentation such as care plans, progress reports, statistics, and daily logs.
  12. Ensures the maintenance, cleanliness, and safety of programs and residence by completing janitorial and maintenance tasks as directed. Contacts outside contractors for maintenance work as required. Ensures the residence's inventory of supplies is maintained by performing duties such as contacting outside suppliers and following up on discrepancies. Assists clients to secure their housing, negotiate tenancy/program agreements, arrange for security deposits and payments of rent, acquiring furnishings and household items, arranging for utilities, negotiating moving allowances, arranging for movers and physically assisting with moves.
  13. Receives client feedback, and inquiries and complaints, and responds as required.
  14. Orientates new staff by sharing job information.
  15. Provides direction to volunteer and or practicum students as required.
  16. Performs other related duties as assigned.

### **Education, Training & Experience**

1. Resident Care Attendant Certificate, or equivalent training/experience
2. A minimum of two (2) years post secondary education in mental health & addictions and a minimum of two (2) years experience in a similar setting with a mental health and addictions related agency, with responsibility for front line service delivery, crisis intervention, debriefing and support, conflict resolution and case planning or an equivalent combination of education, training and experience.
3. Extensive working knowledge of psychosocial rehabilitation approaches and services including individual service plan development and implementation and life skills training
4. A solid background and knowledge of concurrent disorders with related work experience
5. Two (2) years experience working with people with mental illness or those at risk of homelessness and a demonstrated commitment to promoting empowerment and individual/group advocacy
6. Certificates in CPR, First Aid, and Food Safe
7. Satisfactory criminal record check
8. Satisfactory result from a TB skin test



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### **Skills & Abilities**

1. Ability to work in a harm reduction environment which includes an observed consumption area, as well as familiarization with the principles of harm reduction.
2. Physical ability to carry out the duties of the position.
3. Able to work independently with minimal supervision, exercise initiative and good judgment
4. Ability to operate related equipment.
5. Ability to communicate effectively, both verbally and in writing.
6. Ability to organize and prioritize.
7. Ability to observe and recognize changes in clients.
8. Ability to establish and maintain rapport with clients, staff and management and collateral service providers.
9. Home management skills.
10. Ability to instruct.
11. Ability to analyze and resolve problems.
12. Conflict resolution and crisis intervention skills.
13. Ability to assist with medication support and to follow established policies and procedures.
14. Advocacy skills.
15. Knowledge of Psychosocial Rehabilitation and Concurrent Disorders including theories and methods.