



Job Description – Personal Support Technician

Place of Employment: Client homes, work sites outside of the client home as required and other work sites as required **ACR HOME CARE, LLC** management.

Accountable to ACR HOME CARE, LLC Director, Administrator, Manager or Supervisor.

Job Summary: The Personal Support tech is a front line position acting as a representative **ACR HOME CARE, LLC** and providing the services offered by the company. The Personal Support tech duties are not limited to those listed as the position has a wide scope of duties at times dependent on the client and always under the auspices of the company. The Personal Support tech will mostly work independently of co-workers or supervisors and therefore must balance good judgement and initiative along with the policies of the company.

It should be noted that emphasis is for the Personal Support tech to involve the client in the care program to help provide the client with the basic standards of healthy living as follows:

- Physical Activity
- Mental Stimulation
- Personal Contact
- Nutrition
- Relaxation
- Humour

Work Hours: This position may require various shifts at various times (including nights, weekends, and sleep-over) in one or more work sites.

Duties: The following list of duties is a guideline of possible duties to be performed independently or as a group of duties in the course of working with the client. The Personal Support tech duties are not limited to those listed.

- A. **Companionship**
One of the most important aspects of **ACR HOME CARE, LLC** will be providing customers with a strong sense of self-esteem and independence. Taking a genuine interest in the client, their life and their environment will help create true sense of companionship. Whether it is playing a favourite board game or card game, reading, taking a stroll or visiting with friends and neighbours, companionship provides the depth of our services.
- B. **Housekeeping, Laundry, and Pet Care**
The PERSONAL SUPPORT TECH will provide dusting, washing hardwood and flooring, vacuuming carpets and furniture, changing bedding, scrubbing the bathroom; pre-washing, washing, drying, ironing and folding laundry; defrosting refrigerators/freezers; cleaning ovens/stoves and china cabinets; caring for house plants; taking out garbage and general tidying of living spaces as required or requested. It also includes caring for pets including grooming, feeding, exercising, walking, playing, cleaning up after the pet.
- C. **Kitchen Maintenance**
Grocery shopping, preparing menus and meals, cooking, baking, serving, assisting with eating, washing and drying dishes and general tidying up is included.
- D. **Transportation and Escort**
A PERSONAL SUPPORT TECH may drive their car and transport a client to an appointment or errand if the PERSONAL SUPPORT TECH has written authorization from the company to do so. The PERSONAL SUPPORT TECH may also escort the client to appointments or errands providing a helping hand or shoulder to lean on.

Qualifications:

1. Current certificate in standard first aid and CPR.
2. Valid driver's licence and reliable transportation
3. Ability to work independently.
4. Excellent communication and listening skills.
5. Compassionate, patient and caring nature.
6. Able to work in a stressful environment.
7. Must be physically and mentally fit to handle the demands of care giving.

General Notes:

The Personal Support tech will be required to maintain a safe working environment for themselves and their clients. There may be emergency situations where the Personal Support tech will have to react quickly with sound judgement. The scope of duties described in this document may not include all duties to be performed by the Personal Support tech and is subject to change.

Manager or Supervisor's Signature

Employee's Signature

Date

Date