



**Career Profile Application Form**  
**Municipality of Chatham-Kent**  
**External Job Registry Posting**  
**Personal Support Worker (PSW)**  
**Job # SS PSW 14-2**

Please attach this application form to the front of your resume. (Please do not include a cover letter). **Applications will be accepted starting January 1, 2014, for a period up to 4:30 p.m. on June 30, 2014.** See job ad for further details.

**PLEASE PRINT:**

<b>Name:</b>			
	(last name)	(first name or name known by)	
<b>Address:</b>	<b>911 Street Address</b>		
	<b>Apartment/Unit #</b>	<b>PO Box</b>	<b>Rural Route</b>
	<b>City/Town</b>		<b>Postal Code</b>
<b>Telephone:</b>	<b>Home</b>	<b>Cell</b>	
	<b>Work</b>		
<b>Email address:</b>			

**Please see the bottom of the last page for instructions on completing this Career Profile and your resume.** Where boxes have been provided to insert your related experience, please include details of all your related experience to match the years of experience you have included, along with when and where you obtained the experience. Your resume should complement your career profile, but not replace the profile (your resume should contain the same information).

<b>Education:</b>		
Do you possess a secondary school diploma <b>or</b> an equivalent GED certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you graduated from Personal Support Worker (PSW) program? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>If yes, graduation date:</b>		
<b>Do you possess the following certificates?</b> <i>Please enter expiry date of certificates below</i>		
Standard Level First Aide certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Level C CPR certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Health Care Provider (C) Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Computer Skills:</b>		
Do you have basic computer keyboarding skills (i.e. Word, Excel, etc.)? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you familiar with documentation software (i.e. PointClickCare)? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Related Experience:</b>		
<b>Years of PSW/PCG experience employed in the workplace:</b>		
<b>AND/OR months of PSW/PCG placement experience:</b>		
<b>Please describe in detail in the box below of your experience working as a PSW/PCG, and include <u>when</u> and <u>where</u> you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad).</b> <b>Note: this box will expand to 2000 characters.</b>		

<b>Years of PSW/PCG experience employed at a <u>Long Term Care Home</u>:</b>	
<b><u>AND/OR</u> months of PSW/PCG placement experience at a Long Term Care Home:</b>	
<b>Please describe in detail in the box below of your experience working in a setting for care of the elderly (or long term care home), and include <u>when</u> and <u>where</u> you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). <b>Note:</b> this box will expand to 2000 characters.</b>	
Do you have training in mechanical lifts, transferring and positioning techniques for residents? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have proficient experience with transfers, bathing, feeding and other personal care duties? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have experience with Restorative Care? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have experience with Point of Care documenting? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Other Related Experience:</b>	
<b>Please describe in detail in the box below of your interest in the needs of Long Term Care residents. <b>Note:</b> the box will expand to 2000 characters.</b>	
Have you belonged to any workplace committees? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Please describe in detail in the box below of your experience with workplace committees, and include <u>when</u> and <u>where</u> you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). <b>Note:</b> this box will expand to 2000 characters.</b>	
<b>Hours of work:</b>	
This is a call-in position for day, afternoon, nights, and weekend hours, and may include four (4) hour shifts. Call-in hours for this position are frequently on short notice.	
Are you available to work days, afternoons, nights, weekends (which may include four hour shifts), and take hours on short notice? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Riverview Gardens:</b>	
<b><u>Riverview Gardens' Mission is:</u> "Together, we provide exceptional, resident focused care while respecting and protecting those who call Riverview Gardens their Home." <b>Do you agree with our philosophy?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></b>	
<b>Do you understand that</b> because of the environment this position will be working in, the successful candidate will be required to furnish a Police Information Search (criminal reference check) with a vulnerable sector screen prior to commencement of employment prior to commencement of employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Do you understand that</b> as per the Long-Term Care Homes Act, all staff members shall promptly provide Seniors Services (Riverview Gardens) with a signed declaration disclosing new charges, convictions, orders, and restraining orders, consistent with Ontario Regulation 79/10 made under the Long-Term Care Homes Act, with respect to the period since the date the person's last criminal reference check under subsection (2) was conducted.? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Physical &amp; Safety requirements:</b>	
<u>Under the Long Term Care Homes Act</u> , all employees are required to provide evidence of, or submit to, a 2-step TB skin test (TB skin tests will be completed the first day or orientation unless the new employee can provide proof of a clear TB test)	
I have read and understand the above requirement? Yes <input type="checkbox"/>	
Because of the responsibilities of this position, employer may request a "Physical Task Analysis".	
I have read and understand the above requirement. Yes <input type="checkbox"/>	

**Essential physical/safety requirements:**

- Bending: occasional crouching; frequent twisting, kneeling, squatting, crawling; constant stooping (up to 4.55 kgs or 10 lbs) (assists residents with hygiene, grooming, toileting and dressing (i.e. bed baths, tub baths, showers, nail cleaning, shaving, perineal care, oral care, application of skin products, grooming, hair and face and hand washing, etc.); assists residents out of bed, porters residents back and forth to dining room at meal times and to resident activities; preventative skin care by turning residents, re-positioning residents in bed and chair, etc. )
- Walking: frequent balancing; constant walking on level surface (up to 28.6 kgs or 63 lbs) (porters residents back and forth to dining room at meal times and to resident activities; obtains and distributes supplies used on the nursing units; participates in indoor/outdoor resident activities)
- Reaching: frequent reaching about shoulder; constant reaching below shoulder, forward, handling (up to 28.6 kgs or 63 lbs) (-assists residents with hygiene, grooming, toileting and dressing (i.e. bed baths, tub baths, showers, nail cleaning, shaving, perineal care, oral care, application of skin products, grooming, hair and face and hand washing, etc.); assists residents out of bed, porters residents back and forth to dining room at meal times and to resident activities; preventative skin care by turning residents, re-positioning residents in bed and chair, etc.; utilizes mechanical lifting devices; obtains and distributes supplies used on the nursing units; stocks linen/care carts and empties garbage/laundry carts)
- Lifting: frequent lifting at shoulder, carrying, pushing at or above shoulder, pulling at or above shoulder; constant lifting floor to waist, waist to floor, pushing below shoulder, pulling below shoulder (up to 28.6 kgs or 63 lbs) (assists residents with hygiene, grooming, toileting and dressing (i.e. bed baths, tub baths, showers, nail cleaning, shaving, perineal care, oral care, application of skin products, grooming, hair and face and hand washing, etc.); assists residents out of bed, porters residents back and forth to dining room at meal times and to resident activities; preventative skin care by turning residents, re-positioning residents in bed and chair, etc.; utilizes mechanical lifting devices; obtains and distributes supplies used on the nursing units; stocks linen/care carts and empties garbage/laundry carts)
- Standing: constant standing inside (up to 4.55 kgs or 10 lbs) (assists residents with hygiene, grooming, toileting and dressing; participates in indoor/outdoor resident activities)
- Hands: frequent gripping, pinching (up to 4.55 kgs or 10 lbs) (assists residents with hygiene, grooming, toileting and dressing (i.e. bed baths, tub baths, showers, nail cleaning, shaving, perineal care, oral care, application of skin products, grooming, hair and face and hand washing, etc.); assists residents with eating their meals; communication via email)

Are you able to complete the above physical requirements? Yes  No

**Other physical/safety requirements:**

- Bending: occasional crouching (up to 4.55 kgs or 10 lbs) (assists residents with hygiene, grooming, toileting and dressing (i.e. bed baths, tub baths, showers, nail cleaning, shaving, perineal care, oral care, application of skin products, grooming, hair and face and hand washing, etc.); assists residents out of bed, porters residents back and forth to dining room at meal times and to resident activities; preventative skin care by turning residents, re-positioning residents in bed and chair, etc. )
- Walking: infrequent walking on rough surface (up to 28.6 kgs or 63 lbs) (porters residents back and forth to dining room at meal times and to resident activities; obtains and distributes supplies used on the nursing units; participates in indoor/outdoor resident activities)
- Sitting: occasional sitting in a sitting in a chair or on a stool (up to 4.55 kgs or 10 lbs) (participates in "shift report" at start/end of shift; completes written documentation (i.e. basic care on the resident flow sheet, bath skin checklist, residents weights, nourishment flow sheets, restraint flow sheets, etc.); assists residents with eating their meals)
- Reaching: occasional reaching backward (up to 28.6 kgs or 63 lbs) (-assists residents with hygiene, grooming, toileting and dressing (i.e. bed baths, tub baths, showers, nail cleaning, shaving, perineal care, oral care, application of skin products, grooming, hair and face and hand washing, etc.); assists residents out of bed, porters residents back and forth to dining room at meal times and to resident activities; preventative skin care by turning residents, re-positioning residents in bed and chair, etc.; utilizes mechanical lifting devices; obtains and distributes supplies used on the nursing units; stocks linen/care carts and empties garbage/laundry carts)
- Lifting: infrequent dragging; occasional lifting above shoulder, overhead, transferring (up to 28.6 kgs or 63 lbs) (assists residents with hygiene, grooming, toileting and dressing (i.e. bed baths, tub baths, showers, nail cleaning, shaving, perineal care, oral care, application of skin products, grooming, hair and face and hand washing, etc.); assists residents out of bed, porters residents back and forth to dining room at meal times and to resident activities; preventative skin care by turning residents, re-positioning residents in bed and chair, etc.; utilizes mechanical lifting devices; obtains and distributes supplies used on the nursing units; stocks linen/care carts and empties garbage/laundry carts)
- Standing: infrequent standing outside (up to 4.55 kgs or 10 lbs) (assists residents with hygiene, grooming, toileting and dressing; participates in indoor/outdoor resident activities)
- Hands: infrequent mousing; occasional fine finger dexterity (movement) (up to 4.55 kgs or 10 lbs) (assists residents with hygiene, grooming, toileting and dressing (i.e. bed baths, tub baths, showers, nail cleaning, shaving, perineal care, oral care, application of skin products, grooming, hair and face and hand washing, etc.); assists residents with eating their meals; communication via email)

Are you able to complete the above physical requirements? Yes  No

**Other requirements:**

**Do you understand that all new employees** will be required to complete Health & Safety and other on-line mandatory training on or before their first day of employment, and that other training (including Health & Safety policies) may be required? Yes  No

**Where did you read or hear about this job opening:**

- Our website under municipal jobs at [www.chatham-kent.ca](http://www.chatham-kent.ca)?
- Through our job subscription (signed up for notification when a job was posted)?
- Through another source? **If yes**, where:

Because of the environment this position will be working in, the successful candidate will be required to furnish an original Police Information Search (criminal reference check) (working with vulnerable persons) prior to commencement of employment.

Are you legally entitled to work in Canada? Yes  No

**REQUIRED: (must be completed)**

I certify that the information contained in this application is true and complete, to my knowledge. I understand that a false statement may disqualify me from my employment or cause my dismissal. Yes  No

**Completed by: (print name)** \_\_\_\_\_

**Date completed:** \_\_\_\_\_

The Municipality of Chatham-Kent is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees. Should you require accommodations during the recruitment process, please contact Human Resources & Organizational Development (HROD) at 519-360-1998 or [ckhr@chatham-kent.ca](mailto:ckhr@chatham-kent.ca). Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. We thank all candidates in advance; however, only those candidates selected for an interview will be contacted.

**Instructions for completing this Career Profile and preparing your resume:**

- This **Career Profile** is available in MS Word 2010 or Adobe format; if you are not able to use the MS Word document, please use the Adobe version (complete by hand)
- Please answer 'yes' or 'no' to each question; please do not select both yes and no, or leave both blank
- Where we have provided a box for you to include information about your related experience, **please do not insert 'see resume'**; we ask that you **include all the details of your related experience**, including when and where you obtained the experience, job titles, etc. (the same detailed information found in your career profile should be found in your resume)
- In your **resume** include your current and past employer's names, and under each employer include your job titles, dates you were in each position, and details of your experience for each position relevant to this job position; please include information that you have inserted in the career profile
- Please do not include a cover letter or copies of transcripts, licenses, certificates, etc.
- If submitting electronically in a Word format, please submit your Career Profile and resume in separate documents

**NOTE: The boxes where you are asked to include your experience will expand up to 2000 characters.** For information on what we look for in a resume, please see **Applying & Interview Tips** under **Municipal Jobs** at [www.chatham-kent.ca](http://www.chatham-kent.ca).

[www.chatham-kent.ca](http://www.chatham-kent.ca)