

**Personal Support Worker (PSW) Program
Part-Time Program Support & Clinical Instructor
Alternative & Continuing Education
Located at the John M Parrott Centre, Napanee
Semester 2 - February to June 2026 (with possibility of extension)
\$45.00 Per Hour**

About the Limestone District School Board

The Limestone District School Board (LDSB) is situated on the traditional territories of the Anishinaabek and Haudenosaunee. We acknowledge their enduring presence on this land, as well as the presence of Métis, Inuit, and other First Nations from across Turtle Island. We honour their cultures and celebrate their commitment to this land.

The LDSB is the region's only fully inclusive school board. Limestone schools serve more than 20,500 students in 55 schools and five alternative education centres covering a geographic area of 7,719 square kilometres across the City of Kingston, the Townships of Central Frontenac, North Frontenac, South Frontenac, Addington Highlands, Loyalist, Stone Mills, the Frontenac Islands and the Town of Greater Napanee.

Program Overview

This accelerated Personal Support Worker (PSW) program provides adult learners the opportunity to earn their PSW certification over the course of a single semester. Limestone DSB runs two separate cohorts of the PSW program each school year with a group starting in September and a second group starting in February. The program runs out of our classroom in the John M Parrott Centre in Napanee, Ontario. The PSW Program consists of theory, lab instruction, a supervised placement as well as unsupervised placements where students are working with PSW preceptors in both Long-Term Care and Community placements.

The Program Support and Clinical instructor will work in conjunction with the Teacher, Program Coordinator and Principal as well as John M. Parrott Centre staff to support student learning in the program.

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Key Responsibilities include but are not limited to

- Administrative Support for the program including:
 - Collecting and managing program paperwork such as immunization records, CPICs etc
 - Organization of placements for unsupervised placements
 - Facilitating Information Sessions, Assessments and Interviews to attract and vet candidates for future sessions
 - Graduation organization and planning
- Lab Skills Instruction Support working collaboratively with the teacher to support student continued learning during teacher preparation time.
- Liaison with John Parrot Centre staff including arranging supervised placement schedules
- Clinical Instructor who will support the PSW students transfer of learned theory knowledge and practical lab skills into the clinical setting at the John M. Parrot Centre during their supervised placement including:
 - completing mid-term and final evaluations for each student, as well as the skills passbook, and any supporting clinical placement assignments.
 - Working with the LTC home staff to support a safe and supportive learning environment for the students to gain experience and a greater depth and breadth of knowledge and solidification of required skill sets.

Qualifications & Experience

- Registered Nurse or Registered Practical Nurse in current good standing with the College of Nurses Ontario (Required)
- A minimum of 2 years' experience in gerontology
- Experience in supervision, evaluation and assessment of PSWs
- Experience in clinical placement support (of PSWs, PNs, RNs)
- Understanding and knowledge of PSW Training Standards
- Excellent communication and interpersonal skills
- Ability to motivate and engage learners through application of adult learning pedagogy
- Demonstrated respect for and understanding of culturally diverse backgrounds
- Demonstrated analytical and problem-solving skills
- Ability to work independently as well as part of a multidisciplinary team

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Availability Requirements

A total of approximately 285 hours for February to June 2025 with some onboarding time in January.

- Program Support and Lab Instruction: **Approximately 10- 12 hours/week** for **February – mid April**. Some flexibility to determine what these hours look like and would not necessarily have to be each day.
- Clinical Instructor for Supervised Placements: **110 hours** for the supervised placement block which run from **April 23 – May 8**. This would be full time 10 hour days with the possibility of evening shifts if available.
- Program Support and Recruitment: **Approximately 6 hours/week** for the **6 weeks** at the end of the semester. Flexibility to determine what these hours look like.
- 1 day required onboarding day with John M Parrott Centre in advance of start of work with students. As well opportunities for coordination and onboarding with PSW teacher in advance of the start of the semester.

How to Apply

Interested applicants are asked to submit an application package that outlines how your qualifications, skills, experience and key accomplishments relate to the position. Packages must be submitted by 3:00pm Friday, December 5, 2025 to myerskm@limestone.on.ca and include:

- A cover letter addressed to Kate Myers, Principal, Alternative & Continuing Education that states in the subject line that you are applying for the *PSW Program Support and Clinical Instructor* position
- Resume
- Proof of good standing with the College of Nurses of Ontario
- Contact Information for 3 references including your most recent supervisor

Please feel free to reach out to myerskm@limestone.on.ca if you have any questions about the position.

Internationally trained professionals/applicants with equivalent international experience are encouraged and invited to apply.

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Commitment to Diversity and Inclusion

Across LDSB, we are committed to removing systemic barriers not only in recruitment but in retention and promotion as well so that you can see yourself in Limestone. The LDSB is dedicated to promoting fair and equitable hiring practices that will move us forward in hiring staff who reflect the full diversity and lived experiences within the communities we serve.

We invite and welcome you, through your cover letter, to self-identify as someone who has lived experiences, and who can bring valuable, diverse knowledge and perspective to our district and the students and communities we serve.

Accommodation will be provided to applicants to enable equitable participation in the recruitment process. Applicants can request accommodation at any time during the recruitment process.

Applicants who are transgender may provide records in a different name than their current legal name or name of common usage. This will not prejudice prospective employees in any way, and such information will remain confidential.

The Kingston community promotes and supports the diversity that continues to grow within our communities. For more information about Kingston and/or the LDSB, including equitable recruitment, retention and promotion practices, please visit limestone.on.ca.

We thank you for your interest. Only those applicants who have been selected for an interview will be contacted and invited to participate in the interview process.

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