

WEST CENTRAL ABILITIES INC

Position Title: **Casual Disability Support Worker**

Title of Immediate Supervisor: Residence Manager(s) and/or Program Administrator

Also responsible to: Program Coordinator and Executive Director

SUMMARY OF POSITION:

1. To follow the established person-centered plans, and provide support to clients in a manner that maximizes their potential and quality of life
2. To provide growth and educational opportunities to improve and maintain independent living skills
3. To maximize the opportunity for each individual's ability to make choices, operate his/her own affairs and live as independently as possible
4. To provide on-going supports to achieve each individual's goals and objectives
5. To encourage the clients in their care and daily living to the greatest of their potential
6. To provide optimum care and support with dignity and respect and to create a safe and caring environment for individuals to live and grow

QUALIFICATIONS

Minimum Requirements:

- Grade 12 Diploma or GED Grade 12 Equivalency
- Valid Saskatchewan Class 5 Driver's license
- Must provide a Criminal Record Check with Vulnerable Sector Check prior to employment, and inform the Employer immediately of any changes that may have affected CRC/VS subsequent to initial hire
- Standard First Aid and CPR
- Certified Safe Food Handler
- Knowledge of spoken and written English

Training to be obtained within 6 months of employment or as offered:

- Community Living Service Delivery's Level I & II
- Basic Skills Training (BST)
- Transferring Lifting Repositioning (TLR)
- Professional Assault Response Training (PART)
- Comprehensive Personal Planning and Support Policy (CPP & SP)

Desired Requirements:

- Disability Support Worker certificate or related post-secondary education
- Professional training in Health, Education, and or Human Services
- Experience working with adults with intellectual and/or physical disabilities or related experience

SKILLS

1. Ability and willingness to effectively communicate verbally and in writing with team members, and when directed with the family/guardians, support personnel and Community Living Service Delivery
2. Acts as a positive role model
3. Establishes and maintains effective interpersonal relationships
4. Recognizes and intervenes with solutions when individual or group behaviour or appearance conflicts with reasonable community standards and expectations
5. Identifies triggers and performs respectful intervention techniques if an individual is exhibiting harmful/dangerous behaviors.
6. Demonstrates dignity and respect when dealing with others, following agency policies, procedures and trainings.
7. Conducts duties in a mature, fair, consistent, and caring manner
8. Must be a proven self-starter. This will be displayed by initiating and performing additional jobs and tasks that are within the scope and ability of the employee, and as they become aware of such needs
9. Ability to work effectively as a team member and/or independently
10. Ability to organize and achieve responsibilities and duties with minimal supervision, and/or independently

EFFORT

Mental:

1. Interest in working with people with intellectual disabilities
2. Demonstrates cooperation, teamwork, energy, and optimism
3. Addresses unexpected situations (i.e. harmful or dangerous behaviours)
4. Consistently applies observation skills
5. Applies specific solutions suitable to specific individuals and their established programs
6. Continual coaching, and motivating participants based on established programs
7. Multi-tasks and experiences interruptions
8. Accepts responsibility for actions and decisions

Physical:

1. Demonstrates physically demanding jobs when coaching clients or completing facility care and upkeep
2. Handles some equipment and appliances i.e. mobile and vehicle lifts, century tub, etc.
3. Participates in physically demanding leisure activities with clients i.e. walking, swimming, bowling, etc.
4. Provides physical care following set client care programs
5. Lifting items independently (up to 40lbs/18kg) or as part of a team
6. Application of transferring, lifting and repositioning techniques

HOURS OF WORK:

Hours are scheduled for a specific purpose, or on a call-in basis for the relief of part-time or full-time employees. Hours may include days, evenings, weekends, and nights. Hours are flexible and subject to change based on program needs.

RESPONSIBILITIES and DUTIES:

Casual Disability Support Worker responsibilities and duties include, but are not limited to:

Agency:

1. Upholds professionalism and maintains individual and program confidentiality and adheres to all agency policies and procedures
2. Plays an active role in the agency's team, by maintaining effective communication, relationships, and problem solving
3. Works in cooperation with support agencies in providing services to individuals (i.e.: CLSD, SACL, Mental Health, etc.)
4. Communicates and acts within the agency or regarding the agency in a positive, proactive and professional manner, and in accordance with privacy laws
5. Communicates information in a professional manner to families/guardians or responsible support members or agencies in the absence of management
6. Provides oral and written reports as requested and communicates individual needs to relieving worker and reports regularly to management as to the welfare of the clients, happenings in the home/facility, incidents and accidents
7. Reads and completes all required paperwork/documentation at the beginning and end of each shift to remain current on changes as they arise and keeps files and records up to date, accurate and legible.
8. Makes self available and responds to emergency needs as required
9. Refers problematic performance issues as appropriate
10. Maintains a personal education standard consistent with the needs of the agency and individuals served by attending and participating in staff meetings, trainings or other meetings as assigned by management

Participant:

Act as a role model and mentor to assist individuals to develop to their maximum potential by:

1. Providing a home-like atmosphere which is conducive to the emotional and physical well-being of the participants
2. Providing guidance in daily living and leisure activities and making effective use of leisure time
3. Helping clients to become comfortable with and utilize appropriate community resources

4. Teaching individuals to identify and practice good safety skills at home and in the community
5. Identifying problems and teaching individuals how to deal with problems or coordinating involvement of appropriate support networks if necessary
6. Assisting in the implementation and monitoring of individual program plans and interventions as developed
7. Monitoring and assisting individuals to identify medical needs and reporting to appropriate persons at appropriate times and may attend participant medical appointments with supervisor as required
8. Providing medication assistance including storing, administering and documenting the use of medication in accordance with medication policies and procedures and ensuring medical intervention, directly or through referral, for situations such as pain, injury, illness, etc.
9. Operating medical equipment according to participants' needs
10. Depending on clients' abilities, uses a variety of techniques to communicate which may include pictures, tactile prompts, and sign language
11. Providing and teaching physical and/or personal care to clients as necessary which may include but is not limited to bathing, transferring, toileting, dressing, oral hygiene, hair care, peri care, finger and toe nail care, etc. and any other task necessary to promote the well-being of the client
12. Assisting with planning, preparation and serving of meals, ensuring clients have well balanced diets, taking into consideration personal/medical preferences including good nutrition and health
13. Welcoming next of kin when they visit

Programs:

1. Provides instruction and support to clients in functional skill development, Person Centered programs, and career planning
2. Tracks and documents progress and job performance
3. Documents information, and submits on the prescribed forms (attendance, maintenance, medical, etc.) as required

Safety and Facility:

1. Adheres to procedures for safe food handling and storage
2. Provides adequate First Aid in case of accident or injury
3. Has full knowledge of and implements established emergency procedures and fire safety procedures when required and participates in regular fire safety drills
4. Checks facility for hazards (fire, health, etc.) during each shift and reports issues or concerns to management and to oncoming staff
5. Maintains property inside and outside by undertaking general cleaning and organizing as required
6. In the absence of management, arranges emergency repairs with manager's approval of the estimated costs of the repairs

Other duties may be assigned

WORKING CONDITIONS:

1. May deal with unpredictable, harmful or dangerous behaviors
2. Expected to wear clothing and footwear appropriate to the activities assigned
3. May work with moving equipment
4. Required to work alone
5. May be required to work outdoors and in the community
6. May be required to transport clients using own approved or agency vehicle
7. May be exposed to chemicals and communicable diseases
8. May be required to do strenuous tasks/activities