

WEST CENTRAL ABILITIES INC.

Position Title: **Program Staff / Disability Support Worker**

Immediate Supervisor: 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
7. To follow the key areas identified in the Saskatchewan Disability Strategy for improving the lives of people experiencing disabilities.

QUALIFICATIONS

Minimum Requirements:

- Grade 12 Diploma or GED Grade 12 Equivalency
- Valid Saskatchewan Class 5 Driver's license
- Provide a Criminal Record Check with Vulnerable Sector Check prior to employment
- Standard First Aid and CPR
- Certified Safe Food Handler

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

- Community Living Service Delivery's Level I & II
- Basic Skills Training (BST) / STRIDE
- Positive Behaviour Supports
- Transferring Lifting Repositioning (TLR)
- Professional Assault Response Training (PART)
- Comprehensive Personal Planning and Support Policy (CPP & SP)
- WHMIS 2015

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. Displays a positive attitude and belief that persons with disabilities have the right and responsibility to define and pursue their life choices, and pursue active participation and involvement in the community.
2. 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
3. Acts as a mentor and positive role model and establishes and maintains effective interpersonal relationships
4. Recognizes and intervenes with solutions when an 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 an intellectual disability
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
9. Understands the opportunities and options available to persons with disabilities; plus, demonstrates cultural and ethnic sensitivity.

Physical:

1. Demonstrates physically demanding jobs when coaching clients or completing facility care and upkeep
2. Handles some equipment and appliances
3. Participates in physically demanding leisure activities with clients
4. Provides physical care following set client care programs
5. Lifting items or individuals independently or as part of a team

HOURS OF WORK:
Approximate hours of work are Monday – Friday generally between the hours of 8:00am – 4:00pm. Hours are flexible and subject to change based on program needs.
RESPONSIBILITIES and DUTIES:
<p>Program Staff/Disability Support Worker responsibilities and duties include, but are not limited to:</p> <p><u>Agency:</u></p> <ol style="list-style-type: none"> 1. Upholds professionalism and maintains individual and program confidentiality and adheres to all agency policies and procedures 2. Has a basic understanding of relevant, general and organization specific policies, procedures, operational protocols, legislation, professional codes of ethics and guidelines, and other practice guidelines. 3. Plays an active role in the agency’s team, by maintaining effective communication, relationships, and problem solving 4. Works in cooperation with community partnerships 5. Works in cooperation with support agencies in providing services to individuals (i.e.: CLSD, SACL, Mental Health, etc.) 6. All communication and actions within the agency or regarding the agency will be done in a positive, proactive and professional manner, and shall be done so in accordance with privacy laws 7. Communicates information in a professional manner to families/guardians or responsible support members or agencies in the absence of the Management Team 8. Provides oral and written reports as requested and communicates individual needs to relieving worker and reports regularly to the Management Team as to the welfare of the participants, happenings in the home or program, incidents and accidents 9. 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. 10. Makes self available and responds to emergency needs as required 11. Refers problematic performance issues as appropriate 12. 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 13. Assists in the orientation process of new staff as assigned <p><u>Participant:</u></p> <p>Act as a role model and mentor to assist individuals to develop to their maximum potential by:</p> <ol style="list-style-type: none"> 1. Providing a positive 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. Suggesting new approaches/programs for clients, to the Management Team as appropriate and may participate in individual’s person centered planning with the treatment team, families/guardians and individual

4. Helping clients to become comfortable with and utilize appropriate community resources
5. Teaching clients to identify and practise good safety skills at home, at work, and in the community
6. Identifying problems and teaching individuals how to deal with problems or coordinating involvement of appropriate support networks if necessary
7. Assisting in the implementation and monitoring of program interventions as developed by the Management Team and/or Medical Professionals
8. Monitoring and assisting individuals to identify medical needs and reporting to appropriate persons at appropriate times and may attend participant medical appointments with Residence Manager as required
9. 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.
10. Operating medical equipment according to participants' needs
11. Depending on clients' abilities, uses a variety of techniques to communicate which may include pictures, tactile prompts, and sign language
12. 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 resident
13. Assisting with meal planning, preparations and serving meals, ensuring clients have well balanced diets, taking into consideration personal/medical preferences and good nutrition and health
14. Welcoming friends and/or family when they visit
15. Orientating new clients to the agency and community where appropriate

Programs:

1. Assists in planning client schedules, development and facilitation of formal programs, and development of community outings, and volunteer opportunities on a weekly basis
2. Assists in development of community opportunities and recreational activities by actively seeking partnerships within the community that meet individual's goals and objectives.
3. Schedules and organizes weekly duties and functions within program guidelines and individual needs
4. Provides instruction and support to clients in functional skill development, Person Centered programs, and career planning
5. Observes and documents all required information regarding client well-being, progress, programs, equipment, etc.
6. May pursue job, recreational, and volunteer prospects, connections, and referrals for possible opportunities and contacts for participants
7. Assists in developing budgets, proposals, etc. for special occasions and social activities
8. Tracks programming supplies and submits requests for resources needed

9. Prepares, verifies and completes records, 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 the facility manager and/or oncoming staff
5. Ensures the residence/facility is properly maintained inside and outside
Undertakes general house/facility cleaning and housekeeping as required
6. In the absence of a manager, 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. Required to work within the community
6. May be required to work outdoors
7. May be required to transport clients using own approved or agency vehicle
8. May be exposed to chemicals and communicable diseases
9. May be required to do strenuous tasks/activities
10. Required to regularly supervise larger groups of approximately 15-20 individuals with varying abilities and needs