



## WEST CENTRAL ABILITIES INC.

### JOB TITLE:

Supported Independent Living Program - **Client Development Worker**

### IMMEDIATE SUPERVISOR:

Program Administrator, also responsible to: Program Coordinator and Executive Director

### SUMMARY OF POSITION

Holds responsibility for assisting the clients of the SILP in enhancing their skills and abilities to attain their maximum level of independent living.

Develop, establish, evaluate person-centered plans, and assist individuals in a manner that maximizes their potential and quality of life with the client and their support team.

Plan and provide for growth and educational opportunities to improve and maintain independent living skills.

To maximize the opportunity for each individual to make choices and operate their own affairs for independently living to the best of their ability.

Assist with professionalism, dignity, and respect and to create a safe and caring environment for individuals to live and grow.

### DUTIES & RESPONSIBILITIES

Duties include, but are not limited to:

#### CLIENT SUPPORT:

1. Work in conjunction with the client and their support team to develop, implement, and evaluate an appropriate and consistent person-centered plan for each client
2. Act as a positive role model and advocate for clients
3. Apply supportive decision-making practices; respect and support the individual choices of clients.
4. Act as a teacher/facilitator/mentor by assisting in the enhancement of their independent daily living skills in the following areas: meal prep, shopping, budgeting, money management, employment, care of the home, safety, medical, community awareness, nutrition, hygiene etc.
5. Adapt supervision for clients as their skills and abilities improve.
6. Enhance, maximize, and monitor levels of skills and abilities of clients.
7. Find social and recreational opportunities and make necessary provisions for client's involvement.
8. Notify the Program Administrator of any challenges that arise for clients meeting their goals and objectives, and any changes that can be made to the program to better support the clients.
9. Uphold all policies and standards outlined by the organization.
10. Maintain personal and program confidentiality at all times.



## **ADMINISTRATIVE:**

1. Maintain records ensuring confidentiality and accurate documentation of client progress/skill development, support needs, medications, and finances.
2. Provide reports (oral and written)
3. Check, rectify and report any safety hazards.
4. Participate in meetings such as staff, service delivery, training etc.

Other duties may be assigned

## **QUALIFICATIONS**

### **SKILLS:**

1. Disability Support Worker certificate or equivalent education
2. Experience working with adults experiencing disability would be an asset.
3. Effectively communicates verbally and in writing with individuals and groups.
4. Establishes and maintains effective interpersonal relationships with individuals and groups.
5. Consistently applies professionalism when representing and/or conducting work on behalf of the organization.
6. Professional application of confidentiality
7. Ability to build trust and relationships with clients.
8. Ability to coach and motivate clients based on established goals.
9. Knowledge of crisis prevention and intervention techniques
10. Consistently applies observation and problem-solving skills and has the ability to apply solutions to specific situations and/or clients.
11. Ability to follow through with scheduled routines and set priorities with minimal supervision.
12. Completes documentation and tracking as required.
13. May demonstrate job specific skills when coaching clients.
14. May be required to use sign language or other alternative and augmentative communication skills.

### **EFFORT:**

1. Interest in working with people experiencing disability.
2. Consistently demonstrates dignity and respect when interacting with others.
3. Demonstrates person-centered philosophy and promotes inclusion for people experiencing disability.
4. Demonstrates cooperation, teamwork, energy, and optimism.
5. Addresses unexpected situations.
6. Consistently leads by setting a good example.
7. Multi-tasks and handles frequent interruptions.
8. Conducts duties in a fair, consistent, and caring manner.

### **REQUIREMENTS:**

1. A Saskatchewan Driver's license and reliable vehicle
2. Must provide a Criminal Record Check with Vulnerable Sector Check prior to employment
3. Be available to respond to emergency needs as required.
4. Standard First Aid and CPR
5. Certified Safe Food Handler



### WORKING CONDITIONS:

Include, but are not limited to:

1. May deal with unpredictable 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.
6. May be required to transport individuals.
7. May be exposed to chemicals and communicable diseases.
8. May be required to do strenuous tasks/activities.
9. Hours are flexible, keeping needs of clients in mind.

### Approval/Revisions

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Reviewed By

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Title

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Date Reviewed