

INCLUSION POWELL RIVER

JOB DESCRIPTION

Job Title: RESIDENTIAL SUPPORT WORKER

Job Contribution:

The Residential Support Worker strives to create a warm and comfortable home atmosphere that fosters a sense of belonging and empowerment for residents both at home and in the community. The Residential Support Worker facilitates growth and development by providing opportunities for increasing independence and community involvement. The Residential Support Worker establishes and maintains a warm and personal relationship with each individual living in the residence. The Residential Support Worker establishes and maintains relationships of trust, security and unconditional support and implements behaviour programming focused on teaching effective coping skills to residents that promotes greater personal autonomy and richer life options. The Residential support worker effectively carries out programs and structures, with the guidance of consulting professionals, for individuals who are autistic, deaf or blind or who have another complex disability. The Residential Support Worker provides support for up to a 17 hour period and can sleep some at night. He/she is required to provide support services during the night if needed. The Residential Support Worker is a dedicated and knowledgeable member of a comprehensive organization wide support team. As such, when deemed qualified with appropriate skills and abilities, he/she may provide services to individuals in related programs, when required. The Residential Support Worker participates in ensuring that the strategic goals of the agency are met.

Division: Residential Services

Reporting Relationship: The Residential Support Worker reports to the Program Manager

Grid Level: 10

Classification: Residence Worker

KEY DUTIES AND RESPONSIBILITIES:

1. Maintains an up-to-date and practical knowledge of all safety and emergency procedures as outlined in INCLUSION POWELL RIVER policies and procedures and in Work Safe BC regulations. Implements safety and emergency procedures as outlined.

2. Teaches residents to arrange for and use community transportation and/or provides transportation as necessary.
3. Assists residents to plan menus, grocery shop and prepare meals in accordance with Canada's food guide and personal preferences. Educates about special dietary requirements.. Assists clients with eating and drinking if necessary.
4. Performs housekeeping duties and basic building and grounds maintenance. Reports maintenance needs to the Manager. Involves residents in these activities.
5. Participates in the individual service planning and health care planning process for each individual. Involves each person in his or her planning and ensures that the individual's interests, wishes and needs are kept central to all plans and programs and that any risks or concerns are addressed. Uses a range of tools to support the individual to understand and engage in the process including pictures and symbols, plain language checklists, augmentative communication, assistive technology etc. Ensures a copy of the Individual Service Plan is reviewed and signed off by the individual or designate.
6. Acts as a coordinator for the Individual Program Planning process in keeping with INCLUSION POWELL RIVER philosophy and policy.
7. Ensures that the Individual Service Plan is central to service planning and delivery. Works with each individual and his/her team to develop short term goals to support his/her vision identified as part of the Individual Service Plan. Plans activities to support these goals. Reviews progress on these short term goals quarterly with the individual and/or team to identify and celebrate progress, refine and adapt goals where progress has not been made, and develop new goals to support continued movement forward towards long term vision.
8. Facilitates and/or participates in specific client centred team meetings for planning and review. Follows through on action plans developed.
9. Advocates for and assists individuals in the development of personal networks. Identifies opportunities in the community in response to residents needs and wishes and assists individuals to learn about and become involved in these activities safely and effectively. Supports and nurtures relationships that develop through these activities with the goal of developing unpaid relationships that will augment family and staff involvement.
10. Provides liaison with other programs, agencies, professionals, and government officials.
11. Promotes positive relationships with family members, neighbours, friends and other community members.
12. Assesses and interprets behaviour accurately and provides appropriate support in keeping with the individuals history, personality and strategies described in Individual Plans. Provides lay counselling support as appropriate for each individual.
13. Provides programming, structure and approaches suitable for individuals who have wide range of developmental disabilities with specific supports related the individual's needs whether the individual is autistic, deaf or blind or has another complex disability.
14. Recommends and advocates for, and/or refers to professional services. Liaises with other agencies.
15. Provides life skills training in areas requested by the individual.
16. Advocates for and assists individuals to seek out and /or participate in creative individualized employment opportunities for persons not typically viewed as employable.

Supports volunteer work to develop skills and community connections. May provide employment support.

17. Maintains records and statistics as required by the program CLBC or other funders, CARF Standards, or as requested by the Residential Manager or Administration office. Ensures all required documentation is accurate, complete and timely and in keeping with INCLUSION POWELL RIVER standards. Uses Sharevision proficiently to maintain the records of persons served, to keep others involved with the individual up to date and to stay current with agency and program updates reported in Sharevision Announcements and on the program home page. Checks e-mail regularly. Adheres to INCLUSION POWELL RIVER technology policy and policy related to records of persons served.
18. Responds immediately to emergencies in accordance with INCLUSION POWELL RIVER policies and procedures using common sense and good judgement at all times.
19. Is familiar with the performance improvement outcomes for INCLUSION POWELL RIVER's residential services and engages with the team in action planning and follow through to support these outcomes.
20. Assists residents with personal and health care. Assists with medical, dental and other professional appointments. Provides person specific health care support including health care education re: diet, exercise, hygiene, prescribed medication and treatment plans, mental health issues and support for chronic, acute and age related medical issues. Is knowledgeable of and ensures that all elements of the individual's health care plan are carried out. Provides some specific nursing care to clients as described in Health Care Plans or in other procedures and instructions in the program. Assists clients with therapeutic rehabilitation activities recommended and documented by appropriate therapists.
21. Participates in all required training including instruction for behavioural support, augmentative communication development and use and transfer of function required for providing specific health care tasks.
22. Administers medications according to INCLUSION POWELL RIVER policies and procedures.
23. Administers program and personal monies of the residents in accordance with INCLUSION POWELL RIVER policies, procedures and budgets. Is responsible for purchasing program and resident supplies, as directed, adhering to guidelines in the policy manual and budget.
24. Fosters positive working relationships with fellow team members and other staff of INCLUSION POWELL RIVER. Develops and maintains a positive relationship with Manager and the INCLUSION POWELL RIVER leadership team.
25. Adheres to INCLUSION POWELL RIVER Policies and Procedures, the Service Principles, Community Care Licensing Regulations and appropriate Ministry guidelines and ensures that all of these important documents form the basis for all work performed.
26. Strives to maintain an up-to-date knowledge in the field and participates actively in the evaluation process and in training opportunities. Contributes to a learning organization by self reflecting on his/her practice, sharing ideas and contributing to planning and discussions about service, and seeking input and support when concerns or questions arise.

27. Review the Cultural Diversity Plan annually and participate in training provided by INCLUSION POWELL RIVER.
28. Routinely promote INCLUSION POWELL RIVERs commitment to diversity and respect for cuyltural diversity in how we interact with clients and colleagues.
29. Performs other related duties as assigned.

REQUIRED QUALIFICATIONS:

Preference is given to candidates with the Community Support Worker or Home Support/ Care Attendant Certificate.

REQUIRED ABILITIES

- Ability to interact effectively and develop positive relationships with specific residents living in the home
- Excellent oral and written communication skills.
- Proven ability to use personal computer and appropriate software effectively to complete the positions work on time. This includes at a minimum file management, e-mail, internet search, and word processing skills.
- Excellent interpersonal behaviour and communication skills.
- Knowledge of theory, principles and practices of the community living sector.
- Proven ability to assist in emergencies.
- Demonstrated ability to teach skills and work effectively with others.
- Ability to involve residents in personal and household routines as well as work, recreation and other community activities.
- Good organization, time and general management skills.
- Ability to participate as a member of a residential team including flexibility.
- High quality resident care skills.
- Proven ability to assess and interpret human behaviour accurately and respond supportively.
- Ability to recognize emerging health issues and respond appropriately.

SUPPLEMENTAL QUALIFICATIONS:

Completion of a certificate/diploma that relates to service provision to individuals who require significant emotional and behaviour support, who have autism and/or deafblindness. Examples of education that will be considered include: Mental Health Worker Certificate, Psychiatric Nursing Certificate/Diploma; Rehabilitation Studies Certificate; Recreation Therapy Certificate; BlindDeaf Interventionist Diploma, BA in Psychology, Psychological Counselling or Social Work or other human service field related to individuals who require significant emotional and behavioural support and/or education related to the specific conditions of the individuals in the home such as autism, dual diagnosis, deafblindness, etc.

REQUIREMENTS FOR ONGOING EMPLOYMENT:

- Approved Criminal Record Search renewable every 5 years
- Medical doctor's letter of good physical and mental health.
- TB test.
- Hepatitis B Vaccine where applicable
- A valid Work Safe BC approved First Aid Certificate
- Valid unrestricted Class 4 BC driver's license

This position is required to work alone in a stressful environment sometimes supporting clients in crisis situations. This position requires extremely good judgement to balance the need to take risks and promote learning with the need to exercise caution in potentially challenging or unsafe situations. This position requires a moderate level of physical fitness to effectively carry out the duties of the position and a high energy level to effectively manage 24 hour shifts.

ERGONOMIC CONSIDERATIONS:

In the execution of duties, the Residential Support Worker is required to use proper body mechanics and refer to INCLUSION POWELL RIVER policies and procedures including the Risk Assessments, Risk Analysis and other instructions in the program. He/she will execute the following physical activities:

- Repeat motions in providing personal care such as dressing, bathing, rolling the individual in their bed or on a mat, shifting the individual's weight from side to side, supporting the lower body weight, etc.
- Assist with supporting mobility-
 - Wheelchairs:
 - lifting and transferring
 - repositioning
 - shifting body weight
 - pushing chair - height of handgrips
 - loading in van / using lift
 - tiedowns in van (bending / limited head room)
 - accessing buildings (sometimes 1 or 2 stairs or a lip)
 - Walkers/Canes/Crutches:
 - assisting with use
 - supporting body weight
 - slowing movement
 - assisting on uneven surfaces or changes in levels or grade
 - walking individuals without mechanical support
 - supporting some weight while walking

- Unexpected movements of the individual being cared for:
 - pulling away
 - resisting
 - grabbing railing while being repositioned
 - dropping or falling to the ground while being assisted to walk
- Client Behaviour such as:
 - hitting or striking out, biting, pinching, pushing, pulling at hair, eyeglasses, ear rings, throwing objects, shoving, etc.
 - may need to respond to behaviour by dodging, blocking, fleeing, etc.
- Supporting client therapies such as:
 - range of motion exercises
 - assisting with braces and splints, etc.
- General housekeeping duties such as laundry, dishwashing, vacuuming, cleaning, cooking, yardwork, etc.
- Complete office work/paper work sitting at desk, chair, and/or computer station, using telephone, etc.
- Work with cleaning agents and chemicals. Staff will adhere to safety procedures to minimize exposure (inhaling, topic exposure, etc.) when handling or working with toxic chemicals and agents. Staff will receive instruction in WHMIS.