

JOB DESCRIPTION

JOB TITLE: Community Support Worker

Community Support Workers (CSW) shall have the personality, ability, and temperament necessary to interact with the individuals in a manner that will respect and maintain the individuals' spirit, dignity and individuality.

It is the responsibility of the CSW to encourage and empower individuals to be as independent as possible and to reach their fullest potential, while maintaining community standards of care, health and safety.

REPORTS TO: Day Program and Residential Managers

SUMMARY OF DUTIES:

1. COMMUNICATION AND REPORT WRITING

- a) To assist in documenting and implementing personal planning for each individual in conjunction with the managers, family and other professionals
- b) To record relevant information in the staff, individuals' and any other communication books
- c) To record medication administration, weight, and other pertinent information for each individual
- d) To report immediately to the managers any lapse in community standards of care, health and safety concerns; whether the occurrences were voluntary or involuntary
- e) To complete professional contact notes/updates as required
- f) To be responsible for relaying information, reading and documenting in the communication books and keeping all information up-to-date
- g) To record and keep up-to-date individual financial records for each person
- h) To be responsible for proper financial record keeping and accounting for petty cash
- i) To communicate with individuals' families as required
- j) To record any encounters with people in the community who could possibly form future friendships with an individual
- k) To record home repair and maintenance needs as they occur
- l) To take staff meeting minutes as required

2. SERVICE

- a) To relate to the individuals in a caring positive manner; which promotes feelings of personal worth and dignity

- b) To ensure individuals basic needs are met; i.e. food, clothing, health care and emotional wellbeing
- c) To ensure the individuals are involved in decision making within the home and community
- d) To support the individuals in all areas of personal growth directed towards their becoming as self-sufficient as possible
- e) To monitor the health needs of the individuals
- f) To assist individuals with personal care, safety, banking, budgeting and household management
- g) To provide role models for individuals and be aware of staff's role in public education, relations and information with due regard for confidentiality
- h) To ensure individuals are fully involved in their community and to foster and promote personal relationships and involvement in community groups
- i) To offer suggestions and provide ongoing input regarding individuals' activities and social events
- j) To accompany individuals as required to and from various professional appointments
- k) To assist individuals with planning for and purchasing their own clothing and other personal needs
- l) To provide instruction teach the use of public transportation and developing healthy leisure time outlets of cultural, social and recreational nature wherever possible
- m) To maintain liaison between families, friends, community agencies and other staff
- n) To assist and support the individuals to maintain contact with family and friends
- o) To work in conjunction with the individuals to assure that their home is well maintained and tidy at all times, including daily food preparation and light housekeeping duties
- p) To attend any in-service as required
- q) To perform other tasks as assigned by the managers as required

3. ORGANIZATION

- a) To provide quality service for the individuals including to maintain standards of care and the health and safety of the individuals
- b) To attend any professional planning meetings including the preparation for and follow up of each meeting as required
- c) To attend staff meetings and to read the meeting minutes for any meetings not attended
- d) To give as much notice as possible when unable to attend for work shifts and meetings, ideally a minimum of 24 hours is required
- e) To be responsible for completing all personnel forms including time sheets, expense claim sheets and mileage sheets, etc. for managers' approval
- f) To be available for additional shifts as required

4. DESIRABLE QUALIFICATIONS AND SKILLS

- a) Grade 12 education
- b) Post-secondary Certificate/Diploma in the community social services/health care field
- c) Previous work experience in the community social services/health care field
- d) Must be willing to obtain a Criminal Records Search
- e) Current Emergency First Aid and CPR certificate
- f) Restricted Class 4 driving license
- g) Any qualifications or skills required by the Licensing Officer or the funding body
- h) Ability to work effectively as part of a team
- i) Available for shift work
- j) Experience in professional planning and implementation
- k) Ability to communicate effectively with other staff, professionals and families
- l) Previous behavior management course/training