



NORTH SHORE DISABILITY RESOURCE CENTRE
518 JOB DESCRIPTION
RESIDENTIAL CARE ATTENDANT

Program Areas: Independent Living
Reports to: Program Manager (Independent Living)
Purpose of Position: To empower and support people with disabilities as valued, participating citizens in inclusive communities.

QUALIFICATIONS

Education/Experience:

- High School certificate (minimum) or equivalent
 - one year experience providing support to people with disabilities
- OR**
- a relevant combination of education and/or experience, combined with general suitability

Skills and Knowledge:

- experience and/or knowledge of issues affecting people with disabilities
- commitment to values and philosophy of the NSDRC
- commitment to team building principles
- well developed communication skills
- effective written and oral skills
- flexibility, reliability, punctuality, enthusiasm, motivation
- ability to deal with stress and change
- problem solving abilities
- ability to work independently
- effective time management
- ability to receive and respond to feedback
- computer literacy

REQUIREMENTS

- Criminal Record Search, completed within five (5) business days
- Current Emergency Level 1st Aid, and CPR Level A Certificate or equivalent
- Negative TB Test, or a clear chest x-ray
- Medical doctor's note of good health
- Hepatitis B tests and shots within three (3) months, if required
- Non Violent Crisis Prevention and Intervention



1.0 DIRECT SERVICE AND SUPPORT

RESPONSIBILITY

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| 1.1 | Dispense, administer and record medications as noted. |
| 1.2 | Maintain a high level of personal care support as per the care plans. |
| 1.3 | Ensure access for people we support to any health care practitioner. |
| 1.4 | Transfer/lift people we support according to procedures. |
| 1.5 | Ensure a high level of cleanliness and organization in all areas of the home and grounds. |
| 1.6 | Involve and assist people we support in cleaning, organizing and decorating their home. |
| 1.7 | Equipment used by people we support are cleaned and maintained as per care plans. |
| 1.8 | Familiarization and implementation of people we support's routines as per care plans. |
| 1.9 | Attend work on a regular basis. |

2.0 ADMINISTRATION

RESPONSIBILITY

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| 2.1 | Assist in orientation and training of new employees, volunteers, practicum students and others as per the Program Orientation checklist as requested. |
| 2.2 | Review and complete required documentation (monthly reports, communication book, incident reports, WCB forms, financial expenditures, time sheets, etc.). |
| 2.3 | Review communication log entries from prior shifts and make concise observational entries about people we support for the following shifts. |
| 2.4 | Undertake special or time limited projects as directed. |

3.0 QUALITY ASSURANCE

RESPONSIBILITY

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| 3.1 | Participate in Program/Team Meetings. |
| 3.2 | Participate in Internal and External Professional Development. |
| 3.3 | Participate in Internal and External program evaluations. |
| 3.4 | Maintain a professional, courteous and respectful manner with all team members, People We Supports and their support networks. |
| 3.5 | Establish and maintain communication and positive relationships with People We Support/support network and community members. |
| 3.6 | Adhere to Association & Program Mission Statements & Policies. |
| 3.7 | Prepare and complete documentation as required for Quality Assurance. |

4.0 COMMUNITY BUILDING AND LIAISON

RESPONSIBILITY

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| 4.1 | Ensure the people we support are updated regularly on internal and external events that may be of interest to them. |
| 4.2 | Participate on committees, networks and working groups as directed by Program Manager. |

| 4.0 COMMUNITY BUILDING AND LIAISON | |
|---|---|
| RESPONSIBILITY | |
| 4.3 | Assist people we support to access community services, i.e., banks, stores, buses, recreation facilities, etc. |
| 4.4 | Assist people we support to identify and pursue their interests and the contributions linking them directly to the community. |

Having carefully read this job description, I understand & agree to abide by the expectations outlined in the job description.

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| Employee Name (please print) | Signature | Date |
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Original to Personnel File Copy to Employee Copy (if revisions) to Director of Human Resources

