



North Shore Disability Resource Centre Association
Job Description - Residential Care Worker

Program Area: Supported Living
Reports to: Program Manager
Purpose of Position: To empower and support participants as valued and active 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 First Aid, 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
- Restricted Class 4
- Non Violent Crisis Prevention and Intervention
- Knowledgeable with the Community Care and Assisted Living Act



1.0 DIRECT SERVICE AND SUPPORT	
1.1	Adhere to Association and Program Policies and Procedures.
1.2	In accordance with Care Plan (as well as taking into consideration proper ergonomic positioning), assist with supporting participants mobility, e.g. Wheelchairs - lifting and transferring, repositioning, shifting body weight, pushing a wheelchair, loading in van, using a lift, tie down in van (bending/limited head room), accessing buildings (sometimes a stair or a lip).
1.3	Walkers/Canes/Crutches - assisting participants with use; supporting body weight, slowing movement, assisting on uneven surfaces or changes in levels or grade, walking participant without mechanical support, and supporting some weight while walking and/or swimming.
1.4	Assist in maintaining personal appearance and personal care.
1.5	Carry out health care routines outlined in participant's Care Plan/Health Care Plan.
1.6	Ensure access for participants to any health care practitioner as requested by participants, support networks and Program Manager.
1.7	Assist participants with all aspects of choosing, planning, purchasing, preparation, eating, and storage of food and beverages.
1.8	Assist participants with all aspects of personal shopping, as directed by participants, support networks, Program Manager.
1.9	Assist participants in all aspects of caring for their pet(s).
1.10	Ensure and involve participants in maintaining a high level of cleanliness and organization in all areas of the home and grounds as well as decorating their home.
1.11	Ensure laundry is completed: gathering, sorting, washing, drying, folding, distributing, storing, mending, and ironing. Ensure sanitary methods are used when handling soiled linens/clothing.
1.12	Ensure all equipment used by participants, i.e., wheelchairs, glasses, communication devices, commode chairs, etc. are cleaned and maintained as directed by participants, support network, Program Manager and Health Care Consultants.
1.13	NSDRC's Vehicles are cleaned.
1.14	Fueling and maintenance of vans is completed.
1.15	Ensure Association vehicles are driven in accordance with safe driving practice and the BC Motor Vehicle Act.
1.16	Residential Care Workers working overnight shifts are to be <i>awake</i> the entire overnight shift.
1.17	Adherence to the Community Care and Assisted Living Act.

2.0 ADMINISTRATION	
2.1	Review and make recordings in Program ShareVision Communication Book.
2.2	Review and support participant's recordings in participants ShareVision shift notes.
2.3	Review and make recordings in participant's ShareVision charts as per Program Manager and/or Health Care Consultants.
2.4	Complete quarterly reports as assigned by the Program Manager.
2.5	Participate in the review and implementation of Care Plans and Health Care Plans as requested

2.0 ADMINISTRATION

	by Program Manager.
2.6	Record all financial expenditures.
2.7	Report employee injuries to Program Manager.
2.8	Complete and document pre-trip and post-trip inspection.
2.9	Complete and initial Bi-Weekly Scheduled Hours form.

3.0 QUALITY ASSURANCE

3.1	Participate in Program/Team Meetings.
3.2	Participate in Internal and External Professional Development.
3.3	Participate in Internal and External program Reviews.
3.4	Prepare for and participate in Person Focused Plan (PFP) meetings, as requested by Program Manager and carry out outcomes and objectives.
3.5	Assist in orientation and training of new employees, volunteers, practicum students and others as per the Program Orientation Checklist as requested by the Program Manager.
3.6	Maintain a professional, courteous and respectful manner with all team members, participants and their support networks.
3.7	Establish and maintain communication and positive relationships with participants/support network and community members.

4.0 COMMUNITY BUILDING (INCLUSION)

4.1	Participate in ongoing exploration of community building principles and their impact on participants and their support networks.
4.2	Participate on committees, networks and working groups as directed by Program Manager.
4.3	Assist participants to access community services (banks, stores, buses, recreation facilities, etc.)
4.4	Assist participants 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.

Employee Name (please print)

Signature

Date

Original to Personnel File

Copy to Employee

Copy to Director of Human Resources (only if revisions)

