



## POSITION DESCRIPTION

**POSITION TITLE:** P/T Respite and Community Support Worker

**REPORTS TO:**

**DATE CREATED:** June 2012

**LAST REVISION DATE:** June 2012

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### POSITION RESPONSIBILITIES

The position of the part-time Respite and Community Support Worker is responsible for providing support to individuals with a developmental disability in their home and in the community. The position provides stimulating recreational support, in a variety of locations, to enable the achievement of individual potential while appropriately mitigating risk. The position also provides respite services for families and individuals.

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### POSITION ACCOUNTABILITIES

#### 1. PROVIDES COMMUNITY SUPPORT TO CLIENTS BY:

- Implementing the delivery of services within the community
- Teaching situational daily living skills
- Working towards accomplishing goals set by the Individual Support Plan (ISP)
- Observing individuals relevant skill strengths and needs
- Transporting the individual to various activities, appointments, employment opportunities etc
- Assisting individuals to participate in community activities

#### 2. PROVIDES RESPITE SUPPORT TO CLIENTS BY:

- Assisting individuals with in-home daily living skills
  - Assisting the individual to buy groceries, prepare meals and complete housekeeping tasks etc
  - Administering pre-portioned medication where necessary
  - Communicating with the primary caregivers, and case coordinators, to give up-dates and share information
  - Ensuring safety and security within the home
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### **3. PROVIDES ADMINISTRATIVE SUPPORT BY:**

- Obtaining client information and preparing notes/updating log books
- Facilitating inclusion and acting as a positive role model
- Providing information to other social services agencies and health care providers involved with clients

### **4. RELATED TO CORE COMPETENCIES:**

- Advocating for Others – Level 1 – States facts to persuade or motivate
- Collaboration – Level 1 – Collaborates/does own share of work
- Creative Problem Solving and Decision Making – Level 1 – Uses a common sense approach to solve problems
- Fostering Independence in Others – Level 2 – Provides training and support
- Initiative – Level 1 – Addresses current opportunities or problems
- Interpersonal Relations and Respect – Level 2 – Actively seeks to understand and responds appropriately
- Resilience – Level 2 – Performs well under normal pressure

### **5. RELATED TO POLICIES AND PROCEDURES:**

- Operates in accordance with applicable Legislative, Ministry and professional association requirements of the position
- Is knowledgeable about, ensures others are knowledgeable about and complies with Quality Assurance Measures (QAM) guidelines as directed by the Ministry of Community and Social Services (MCSS)
- Is knowledgeable about, ensures others are knowledgeable about and complies with the agency's policies and procedures
- Operates, at all times, in a safe and secure manner

### **6. HEALTH AND SAFETY:**

- Ensure Health and Safety Program requirements are followed based on the Occupational Health and Safety Act and the Workplace Safety and Insurance Board
- Ensure an awareness of safety measures for the agency, yourself and the individuals receiving services
- Ensure compliance with the agency's mandatory training requirements

## ACCOUNTABILITIES

The position is directly accountable to the Program Manager.

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## MINIMUM QUALIFICATIONS

- College Diploma in a related field (CYW, DSW)
- Knowledge and understanding of the needs and best practice service standards for persons with developmental disabilities
- Good problem solving skills
- Good oral and written communication skills
- CPR and First Aid training
- Valid Ontario driver's license