

**COMMUNITAS - Staff Position Description**  
**SUPPORT STAFF**

**TITLE:** Child and Youth Care Worker

**LOCATION:** Abbotsford

**REPORTS TO:** Program Manager

**POSITION SUMMARY**

This position is responsible to provide care for children with complex medical needs, 24 hours/7 days a week in a group living setting. This position will provide support in all areas of living including; social, mental, physical, cultural and/or spiritual; through participation in home and community-based activities.

**SPECIFIC DUTIES**

- Participate in the planning and implementation of the Comprehensive Plan of Care (CPOC), goal setting and progress evaluation, focusing on the goals and dreams of the persons served
- Support persons served in skill-building activities identified by the CPOC, accessing community resources, education and the development of successful relationships
- Use assistive and adaptive technology to support the development of the persons served e.g. iPad
- Work with program manager to ensure the safety and well-being of the persons served
- Assist persons served with activities such as eating, hygiene, grooming and toileting, lifts and transfers
- Administer medication to persons served in accordance with established policy
- Identify social, economic, recreational and educational services in the community that will meet the needs of the persons served
- Follows all protocols as required (e.g. medical, nutritional, crisis intervention, emergency procedures, etc.)
- Recognizes and deals with emergency situations following all protocols as required
- Works with the manager in networking with the family of the persons served
- Teach socially appropriate behavior through the use of daily routines and activities
- Ensure the physical needs of the persons served are met by performing duties such as assisting with basic personal hygiene, preparing meals, administering medication as required and accompanying to medical/dental appointments
- Participate in the upkeep of the home; including house cleaning, yard maintenance and organizing as required
- Participate in training and orientation of new staff when required
- Complete required reporting and documentation for the persons served including the daily journal, communication log and other reporting as required
- Participate in all mandatory program staff meetings
- Attend work related in-services as required by Communitas
- Model appropriate behaviour in areas of: work performance, concern for others, morale, appearance, professionalism, ethics, personal integrity and values
- Creatively respond to the unique needs of the persons served
- Facilitate and encourage the establishment of a personal support network for the persons served
- Other duties as assigned (e.g. administrative duties, extra cleaning, etc.)

**REQUIREMENTS**

- Child and Youth Care Worker Diploma or Community Support Worker certificate (or approved equivalent) preferred
- Diploma in a related human/social service field, or an equivalent combination of education, training and experience
- Training/experience in developing and implementing activity programs (recreational, life skills, community access and awareness)
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Ability to take initiative with creativity and flexibility
- Good judgment and effective problem-solving skills
- Excellent teamwork skills, ability to maintain honest, direct and respectful relationships
- Excellent written and verbal communication skills
- Comfortable with computer use and able to learn new software programs
- Possession of a valid Class 4 BC driver's license (restricted)
- Valid Emergency First Aid Certificate with CPR
- Food Safe Certificate