

## **Communitas - Staff Position Description**

### **SUPPORT STAFF**

**TITLE:** Support Worker 3

**REPORTS TO:** Group Living Manager

#### **POSITION SUMMARY**

This position assists persons served to live successfully in group living settings, implementing the philosophy and values of Communitas. Ensures that persons served' physical, emotional, social, educational, and medical needs are being met, with a view towards helping each of the persons served grow to their full potential.

#### **SPECIFIC DUTIES**

- Participates in assessment, goal setting and program planning for persons served living in a group living setting
- Documents, implements and provides input into the evaluation of the program
- Provides life skills training and assistance such as meal preparation, housekeeping, personal care and personal finance, and implements personal service plans
- Assists persons served with activities such as eating, hygiene, grooming and toileting, lifts and transfers
- Administers medication to persons served in accordance with established policy
- 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
- Participates in various persons served-focused activities in accordance with care plans, facilitating persons served' goals and dreams
- Assists with case management by identifying potential problems and reporting any difficulties
- Advocates on behalf of persons served to health care professionals
- Supports the persons served' desires for spiritual growth and development
- Communicates effectively with other support staff to ensure continuity in activities and routines
- Identifies social, economic, recreational and educational services in the community that will meet persons served' needs
- Transports and assists persons served in accessing community events and activities that are of interest to them and connects them to the community
- Consciously thinks about and promotes better ways of supporting the persons served in the home
- Helps develop unpaid relationships with each person served
- Works with the group living manager in networking with persons served' family
- Ensures the upkeep of persons served' home and yard, including housekeeping and light maintenance
- Participates in training/orientation of new staff
- Ensures that communication books, daily journals and other documentation such as charts and incident reports are completed in accordance with established policy. Ensures that confidentiality of persons served' file information is maintained
- Participates in all program staff meetings
- Attends work related in-services as required by Communitas
- Other duties as assigned (e.g. administrative duties, extra cleaning, etc.)

#### **REQUIREMENTS**

- Community Support Worker certificate or approved equivalent
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Familiar with and able to implement 'Spirit of Gentleness' principles
- Ability to take initiative with creativity
- Excellent teamwork skills, ability to maintain honest, direct and respectful relationships
- Ability to receive direction as well as being able to work independently without supervision
- Willingness and ability to provide coverage for a variety of shifts including days, evenings, overnights (awake) and weekends
- Excellent written and verbal communication skills
- Possession of a valid Class 4 BC drivers license (restricted)
- Possession of a valid Emergency First Aid Certificate with CPR (must maintain valid certification)