

ROLE DESCRIPTION: CASUAL DIRECT SUPPORT WORKER

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To provide care, support and supervision for the Member/s with Developmental Disability as assigned by the House Leader.

ACCOUNTABLE TO:

The HR Support Person, through the House Leader and House Team

REQUIREMENTS:

- ⌘ Minimum Age of 18
- ⌘ Good oral and written communication skills
- ⌘ Good interpersonal relationship skills
- ⌘ Minimum of 1 years' experience in a Support worker/Respite role
- ⌘ Certification in First Aid and CPR (not expired)
- ⌘ Valid Driver's License (Class 5)
- ⌘ Clear Criminal Record Check (must be current within the last 3 months)
- ⌘ Clear Adult Abuse Registry Check (must be current within the last 3 months)

TERMS:

There will be a six month probationary period, with a performance review taking place at six months and annually thereafter. The performance review will be facilitated by the HR Support Person and the House Team.

ROLE SUMMARY:

The Support Worker is expected to carry the responsibilities of the role in a way that reflects L'Arche Winnipeg values, identity and mission. The Support Worker is responsible for ensuring that the physical, emotional, spiritual, vocational and recreational needs of the members with developmental disabilities in their care are met. He/she is responsible for responding to the individual needs of the members with developmental disabilities by respectfully supporting them with their daily routines and personal hygiene. The Support Worker will also perform household duties as needed and assigned by the House Leader or designate.

Major Specific Responsibilities:

1. The main responsibility of the Support Worker is to support the member (s) with a developmental disability to have a meaningful day by planning daily activities at home and out of the house that will interest Member/s with Developmental Disabilities and enrich his/her daily life.
2. To assist Member/s with Developmental Disabilities with his/her daily morning.
3. To assist Member/s with Developmental Disabilities with his/her personal care (oral hygiene, shower, etc.).
4. To assist Member/s with Developmental Disabilities with his/her laundry as needed.

5. To assist Member/s with Developmental Disabilities with his/her room cleaning (should be done weekly) which includes helping him/her to keep his/her personal belongings organized.
6. To administer medications, creams, eye drops, and eardrops as needed and record/sign for the administered medications in accordance with L'Arche Winnipeg's Medication Administration Policy.
7. To complete and send Incident Reports as needed.
8. To record daily activities and important information about Member/s with Developmental Disabilities in his/her personal journal at the end of every shift.
9. To accompany Member/s with Developmental Disabilities on shopping trips and help them to purchase clothing, toiletries and other personal items as needed.
10. To accompany Member/s with Developmental Disabilities to the bank and assist him/her with his/her banking.
11. To accompany Member/s with Developmental Disabilities to medical appointments as needed. To record and report information from the medical professional as written on the Medical Appointment Forms (the House Leader will schedule these appointments).
12. To monitor and be responsible for Member/s with Developmental Disabilities' money when going out for activities and shopping. To record all money spent with receipts on Member/s with Developmental Disabilities Cash Transaction records according to the financial procedures of the house. To ensure funds are counted and balanced at the end of every transaction and before the end of every shift.
13. The Support Worker is expected to be familiar with Health and Safety issues related to the home and to Member/s with Developmental Disabilities. SW must be familiar with emergency procedures and administer First Aid when necessary.
14. There must be regular, daily communication between the Support Worker and the team members concerning Member/s with Developmental Disabilities' well-being and his/her needs. The Support Worker will check in with the Assistants on duty when beginning a shift with Member/s with Developmental Disabilities, and he/she will report any necessary information to team members before leaving at the end of a shift.
15. Attend performance review feedback meetings, trainings or other meetings within office hours as required.
16. Perform other tasks as assigned by the House Leader or designate during scheduled hours.
17. Respect the confidentiality of all matters including, but not limited to personal matters regarding members with developmental disabilities, their families, and team members.
18. To conform to all policies, procedures and guidelines laid down by L'Arche Winnipeg.
19. During assigned hours support Members with Developmental Disabilities at hospital during periods of hospitalization.