

Community Living Georgina

POSITION TITLE: Support Worker - Relief

REPORTING

RELATIONSHIP: Reports to the Program Supervisor

POSITION SUMMARY: Implementation of established goals, protocols, procedures, work standards and policies for the assigned caseload/programs. The support provided will be based on the needs of each person and will incorporate the vision, mission, goals and objectives of the Agency.

QUALIFICATIONS: Grade 12 diploma or equivalent. Diploma/certificate in the Human/Health Services field or related experience is an asset. Experience working with people with a Developmental Disability. A safe and reliable vehicle, with minimum \$1,000,000 liability insurance, would be an asset. Valid G2 driver's license prior to completion of one year of service and maintenance of an acceptable driving record. Where a safe and reliable vehicle and/or \$1,000,000 liability insurance is unavailable, a Valid 'G' license is required prior to completion of one year of service.

STANDARDS OF THE POSITION:

Standards of this job require that you possess:

- Common sense; Exercise good judgment in a variety of situations
- Good problem solving skills; Confront difficult issues in a positive manner while avoiding defensiveness in themselves and others.
- Ability to maintain confidentiality.
- Creative thinking; Think outside the box in order to find solutions not readily apparent to others.
- Ability to adapt; Conduct themselves in a spirit of optimism, remaining open to new opportunities in the midst of change.
- Ability to communicate well, both verbally and in writing, such as keeping notes, and to listen well (be perceptive); Allow their own thinking to be challenged and refined by others while staying objective (be open minded).
- Approach that indicates caring; Operate with a goal for excellence.
- Ability to work independently or as a member of a team.
- Ability to handle emergencies and have knowledge of the emergency system

- Time management (organizing and planning) skills
- Ability to be flexible in schedule and job assignments
- Accountability; Accept ownership of own continuous improvement process, integrating learning and work.

Support Worker - Relief

Duties and Responsibilities:

1. Develop and maintain a professional relationship with the people they support.
2. Meet the standards of cleanliness, nutrition, safety and quality of life as established by Community Living Georgina.
3. Dispense and record medication as per Community Living Georgina's medication policies and procedures.
4. Complete household tasks as outlined in shift duties.
5. Implement established protocols e.g. behavioral, Skill Development Plan etc.
6. Provide community support as required.
7. Understand, respect and advocate people's rights at all times.
8. Initiate, attend and participate effectively in team and supervision meetings.
9. Communicate professionally and effectively.
10. Complete all mandatory training as per established timelines.
11. Complete all required written documentation.
12. Maintain confidentiality.
13. Understand, and apply all established policy/procedures. Review on an annual basis
14. Maintain availability to work as indicated on "Availability To Work" form. Maintain punctuality and an acceptable attendance record.
15. Adhere to program and consumer financial policies and procedures.
16. Provide and meet the transportation needs of individuals in service and/or the program, utilizing both personal and Association vehicles as available.
17. As a representative of the agency, through role modeling, promote the mission and vision of Community Living Georgina.
18. Perform other duties as assigned from time to time.

Employee's Signature

Date

Approved: September 2010