

**COMMUNITY LIVING KAWARTHA LAKES
JOB DESCRIPTION**

Position Title: *Assistant Support Worker, “Day Supports”*

Area: *Community Living Support Services* **Location:** *Adult Services, Lindsay*

Responsible to: *Supervisor of Day Supports*

Position Summary:

To work effectively as a member of a team which provides flexible, holistic, person-centred support to adults with intellectual challenges and their families. To provide support on the basis of Individual Outcome Plans which are negotiated with the individuals and their families. To assist adults in the attainment of personal goals and participation in meaningful day activities of their choice. This position will have key responsibilities in providing assistance which are job related, volunteer placements or participating in a variety of leisure/recreation activities.

Major Duties and Responsibilities: This outline is not meant to be exhaustive. It is understood that the role of a assistant support worker requires flexibility, maturity and the judgment necessary to adapt to a range of situations.

1. Customer Service: Support learning activities, which will enable individuals supported to achieve personal goals of their choosing. May include individual and/or group activities.
2. Team Member: Participate effectively as a member of teams which deliver supports to individuals and their families.
3. Workplace Health and Safety: Promote and maintain workplace health and safety.
4. Working to implement the Mission of the Association: Understand and actively work to implement the Mission, Guiding Principles, strategic directions and practices of the Association.
5. Professional Development: Take personal responsibility for continuous professional development and learning.

(A) *Supports and Services:*

- Have a clear understanding of outcome agreements, evaluation, training plans, lesson plans and documentation requirements for individuals.
- Establish and maintain effective and co-operative working relationships with individuals supported, their families and their support networks.
- Have a clear understanding of the rights and responsibilities of individuals and families. Behave with respect for and acceptance of individuals and families. Identify situations in which rights may be compromised and support individuals and families to gain access to due process.
- Contribute to the accurate documentation and records regarding individuals supported.
- Be aware of information that is vital to the well-being of individuals and families supported. Take appropriate action(s) where information is lacking or inaccurate or where a problem is indicated.
- Take responsibility for ensuring that routines, practices and procedures related to facilities, personal care, and program administration are carried out effectively.

(B) Teams:

- Have a clear understanding of CLKL's Code of Conduct and behave in a way which is consistent with this document.
- Maintaining cooperative relationships with other staff and, where appropriate support volunteers and students.
- Participate actively in team meetings, planning and evaluation/action learning sessions. Take personal responsibility for identifying, understanding and following through on assignments.
- Prepare documentation and reports which support accountability and service delivery (e.g. time sheets, minutes of meetings, Outcome Plans) in accordance with CLKL practices and procedures.

(C) Working to Implement the Mission of the Association:

- Be familiar with and take responsibility for promoting the mission, guiding principles, strategic directions and practices of the Association.
- Take responsibility for keeping up to date with changes in the practices, procedures, strategic directions and the Collective Agreement of the Association.
- Participate actively in task forces, committees, planning and action learning sessions.
- Keeping up to date on social trends, issues and alternative service delivery models as these may relate to the work of the Association.
- Have a clear understanding of employee/worker responsibilities as identified in the Occupational Health and Safety Act and in CLKL practices and procedures. Take personal responsibility for minimizing risk to self, other staff, volunteers and visitors through orientation, education and action.
- Undertake other duties and assignments in the interest of the Association, and the effective support of individuals and families.

(D) Professional Development and Learning:

- Be prepared for and participate actively in supervisory and performance appraisal meetings.
- Prepare, implement and evaluate personal/professional development plans.
- Maintain all required certificates and skills required to perform the assistant support worker role. (CPI, CPR, First Aid, Pharmacology, etc)
- Develop skills and knowledge related to person-centred planning, building support networks, teaching/facilitating learning and positive practices related to behaviour management.

Position Demands and Conditions:

The normal hours of work are 80 hours in a 2-week period. Team members work flexible hours and various shifts, generally weekdays between 8:00 a.m. and 8:00 p.m., but may include early morning, evening or weekend work.

This position involves fine motor movements, handling, gripping, sitting, standing, periods of lifting, carrying, pushing, pulling, reaching, transferring, climbing, stooping, bending, kneeling, crouching, walking, driving, multiple demands, noise, equipment usage, multiple environments and frequent interruptions. Good hearing, vision and speech are essential. Verbal and written communication skills, numeration skills and reading are important.

Educational Qualifications:

- Post secondary degree or diploma in a related human service discipline preferably DSW
- Two years full time related experience, or equivalent, that includes working in the fields of recreation leadership, activation, and/or job coaching.
- Current Standard First Aid, CPR, CPI, a minimum mark of 80% in an approved Pharmacology/Applied Medications course.
- Valid Ontario driver’s license.

Experience Skills and Talents:

- Own means of transportation and the ability and willingness to transport others.
- Demonstrated ability to deal professionally, effectively, and cooperatively with staff, volunteers, people with intellectual challenges and the general public. Tact, discretion and maturity.
- Demonstrated good communication, organizational, time-management, problem-solving, critical thinking and team work skills. Computer literacy is required.
- Interpersonal and leadership skills. Must be able to express a personal philosophy/approach and demonstrate effective personal behaviour that is consistent with the Mission of CLKL.
- Demonstrated ability to teach and support the learning of individuals with intellectual challenges.
- Must be physically fit to perform the essential job duties.
- Criminal background check required.

Approved by:

_____ Date: _____
Manager of Adult Services

_____ Date: _____
Day Supports Supervisor

Copy received:

_____ Date: _____
Employee