



## JOB DESCRIPTION - SUPPORT WORKER 1

Title:	Support Worker 1	Reports to:	Manager of Support Services
Unit:	Support Services	Approved by:	M. Boyd, Executive Director
Date Approved:	November 16, 2005	Date Revised:	

Community Living Stratford and Area believes

*“That all people live as valued contributing members of society”*

### POSITION SUMMARY:

Under the supervision of the Manager of Support Services, the Support Worker 1 will support people who have an intellectual disability to live as valued contributing citizens of their community by assisting in developing and achieving their goals and chosen lifestyle, in an environment of accountability, rights and respect.

### PRINCIPAL RESPONSIBILITIES AND DUTIES

It is understood that all of the responsibilities and duties of the Support Worker 1 are to be conducted in consultation with the Manager of Support Services by following the most current Community Living Stratford and Area’s policies and procedure and government legislation. All job descriptions are also guided by the support plan and/or service agreement of the person who is receiving support.

1. Support people as valued and contributing members of society
  - 1.1. Treating people with dignity and respect
  - 1.2. Encouraging and supporting self advocacy
  - 1.3. Understanding and educating people about personal choices and risks
  - 1.4. Respecting and supporting people’s right to take risks
  - 1.5. Liaising with community groups and others in the community to promote the participation of the people we support
  - 1.6. Identifying any restrictive practices what prevent an individual from exercising their rights
  - 1.7. Working to restore the person’s ability to fully exercise their rights and freedom
2. Assist in the coordination and implementation of supports
  - 2.1. Participating in the development and implementation of support plan/service agreement
  - 2.2. Following the support plan/service agreement as developed by the person and their family and friends
  - 2.3. Connecting with and developing positive relationships with families and friends
  - 2.4. Supporting people to participate in the cultural, spiritual, recreational, leisure, educational and employment activities and affairs of the community typically engaged in by all of its citizens
  - 2.5. Supporting people throughout the process of connecting with and utilizing other community resources
  - 2.6. Attending and participating at team meetings and staff training
  - 2.7. Sharing information with other members of the support team about people’s unique strengths, needs and preferences as it relates to the person’s expressed desires for the future in order to enhance progress toward personal outcomes
3. Support health and safety of people
  - 3.1. Ensuring medical needs are supported
  - 3.2. Educating, supporting and/or maintaining the safety of the environment
  - 3.3. Ensuring medication and documentation are accurately maintained and properly administered
  - 3.4. Utilizing authorized interventions
  - 3.5. Utilizing mechanical aids correctly

- 3.6. Supporting people with personal care needs
  - 3.7. Educating people about healthy lifestyle choices
4. Promote and actively maintain a working environment which is healthy and safe for all employees
    - 4.1. Working in compliance with the provisions of the Occupational Health and Safety Act
    - 4.2. Reporting to the Manager the absence of or defect in any equipment or protective device of which he/she is aware and which may endanger himself, herself or another worker
    - 4.3. Reporting to the Manager any contravention of the Occupational Health and Safety Act or the regulations or the existence of any hazard of which he or she is aware
    - 4.4. Wearing equipment and protective devices which is provided in each location and is required to be worn. Follow Universal precautions.
    - 4.5. Knowing and following safe work procedures in their area of work and participating in prevention
    - 4.6. Participating in H&S, WHIMS and other training
    - 4.7. Not engaging in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
    - 4.8. Not using or operating any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker
    - 4.9. Not removing or making ineffective any protective device required by the regulations or by Community Living Stratford and Area, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately.
    - 4.10. Participating in Performance Evaluations annually
  5. Assist in maintaining financial records and act in a steward capacity of supported persons finances
    - 5.1. Assisting with maintaining records of financial transactions and expenditures
    - 5.2. Supporting money management and related concepts
    - 5.3. Assisting with the planning and activity of saving for stated goals/needs
  6. Maintain accurate and complete documentation in a timely and current fashion
    - 6.1. Assisting and ensuring that all documentation is complete, accurate and current
    - 6.2. Updating all documentation when necessary
    - 6.3. Maintaining complete and confidential information for each of the people we support
    - 6.4. Providing ongoing documentation and information relating to the support of the person as required
  7. Assist with the orientation and training of Community Living Stratford and Area employees and/or volunteers
    - 7.1. Sharing all pertinent information
    - 7.2. Working cooperatively with coworkers, mentors, family, friends and people who receive support
  8. Actively support the goals, direction and values of Community Living Stratford and Area
    - 8.1. Being objective and free of personal bias when supporting people
    - 8.2. Purporting a strong commitment to the human rights of people
    - 8.3. Presenting a professional and supportive image of the agency
    - 8.4. Promoting and demonstrating the Vision, Mission, and statement of Beliefs of the Agency within the workplace and in the community
    - 8.5. Being a role model for support staff
    - 8.6. Supporting educational and promotional campaigns
    - 8.7. Assisting with Fundraising

**DISCLAIMER**

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required