

Job Title:	Community Support Worker (CSW)
Classification/Benchmark:	Community Support Worker
Grid Level:	10

Responsible To

The Community Support Worker shall report directly to NACL administrative staff as follows:

Casual Employees:	Deputy Executive Director (Employee Services)
Residential Programs:	Designated Program Manager(s)
Community Inclusion Programs:	Community Services Manager
Employment Programs:	Person Centered Practices/Employment Services Manager

Job Summary

Under the direction of the appropriate manager as noted above, the Community Support Worker (CSW) will assist individuals with the activities of daily living including personal, social, physical recreation, vocational, educational, and environmental needs. The CSW performs all duties in a safe, efficient, and respectful manner in order to promote choice, independence, and integration for the individuals being served.

The CSW must adhere to the philosophies, policies, and procedures of Nanaimo Association for Community Living, and in accordance with relevant Legislation and Regulations (i.e. Residential Care Regulations, and the Motor Vehicle Act).

Responsibilities

1. Personal and Health Care:

- Supervises or assists individuals with personal and oral hygiene as required.
- Provides paramedical procedures with the approval of either a Nursing Consultant, physician, parent, or caregiver (i.e. administering insulin, blood and/or urine testing).
- Dispenses, administers, and safekeeps all medications in accordance with policies and procedures.
- Provides health care as directed by a physician (i.e. 2-mile daily power-walk, weekly swimming, exercise regime, diet adherence, etc.).

2. Intervention Strategies:

- Only as necessary, employs specific interventions as outlined in an individual's Person Centered Plan and/or Intervention Strategies in accordance with NACL policies and procedures.
- Ensures that the legal rights and dignity of persons served are respected and adhered to.

3. Nutrition and Food Service:

- Supervises or assists individuals with the planning and preparation of meals, and eating as required (i.e. cutting up or pureeing food, feeding, etc.).
- Maintains balanced menu plans based on the Canada Food Guide.
- Maintains records of dietary requirements or needs.
- Maintains knowledge and awareness of and adherence to various diets (i.e. diabetic, low salt, weight reduction, cholesterol, allergies, etc.).

- Supervises or assists individuals in the clean-up after meals and snacks.

4. Recreational, Social, Vocational, and Educational:

- Participates in developing, implementing, evaluating, adjusting, and carrying out programs based on an assessment of the preferences and abilities of persons served, through the evolution of their Person Centered Plans.
- Assists and encourages individuals in maintaining contact with family, friends, volunteers, and advocates whenever reasonable and possible, in accordance with wishes of the individual.
- Provides support and training as identified, requested, or approved.
- Prevents unreasonable risks by ensuring that health and safety measures and precautions are in place.

5. Observation, Documentation, and Communication:

- Objectively observes and documents accurate information as required about individuals, using appropriate Person Centered Planning tools (i.e. Learning Logs, Living Descriptions, etc.).
- Reports all concerns to their Program Supervisor(s), family, caregiver, CLBC, etc. as required.
- Fosters clear and open lines of communication.
- Provides reports as requested.

6. Environmental:

- Assists (by supporting persons served to complete tasks and/or activities) with all housekeeping chores and duties, etc. as required on both a regular and as-needed basis.
- Maintains equipment and vehicles as required.
- Maintains grounds outside the building.
- Reports any observed environmental hazards.

7. Financial:

- Prepares and submits payroll information, mileage and expense forms, petty cash purchase orders, receipts, etc. as requested.
- Documents individuals' personal monies and expenditures as required.

8. General:

- Maintains current knowledge of all policies and procedures.
- Attends staff meetings and in-service sessions whenever possible.
- Updates knowledge, practices, and skills as required or requested.
- Attends and participates in meetings within or outside the work location as required.
- Performs tasks per the duties list, as required, to fulfill program needs.
- Performs safety inspections and routines as required (i.e. Class 4 vehicle inspections, fire safety equipment, and health and safety-related drills).
- Provides transportation for persons served as necessary.

Qualifications

- Preferred formal education (i.e. Community Support Worker Certificate or equivalent), and work experience with persons with disabilities and/or other related experience.
- The desire to work with persons with disabilities and demonstrated personal suitability to promote dignity, independence, individuality, and spirit.
- Must be in good health, and free from communicable diseases.
- A high standard of professionalism.

Conditions of Employment

- Criminal Record Search upon commencement of employment and every five (5) years thereafter, providing clearance to work with vulnerable persons.

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- TB test with a negative result (per the Residential Care Regulation).
 - Flu shot or preventative measures as mandated by the Ministry of Health – Community Care Licensing.
 - A vehicle with business insurance (business insurance must be obtained by employees who as a requirement of their employment utilize their personal vehicle for transporting persons served, or are doing business on a regular basis for NACL).
 - Medical certificate (utilizing the *Attending Physician's Report* form) indicating good health, per the Residential Care Regulation.
 - Current Ministry of Health recognized first aid certificate including CPR (which must be kept current while employed with NACL).

Reviewed

- February 2017 (with Labour/Management Committee)