

## JOB POSTING

<b>Position:</b>	Community Support Worker
<b>Position Type:</b>	Immediate Relief and Casual Contract
<b>Duration:</b>	Approximately 30 hours per month
<b>Department:</b>	Comprehensive Care
<b>Closing Date:</b>	March 31, 2019

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### **PURPOSE:**

*To role model the mission - "DDRC promotes awareness and supports communities to include persons with developmental disabilities, thereby strengthening communities for all citizens." To provide In Home short term and long-term respite service to adults and children with developmental disabilities and their support networks.*

### **Leadership:**

- Plan and organize playtime and recreation primarily for enjoyment
- Direct and plan such activities as adapted sports, social activities, and arts and crafts, in accordance to the child's capabilities, needs, and interests
- Plan activities and encourage participation in recreational activities
- Support clients to use community resources and recreational activities
- Promote physical well-being of persons served
- Listen to, help problem-solve and refer clients to support networks or other resources
- Liaison and communication with individuals served, parents, family members and support networks

### **Key Responsibilities:**

- Provide an engaging, activity-based environment for the children
- Administer medication when required
- Administer medical needs required
- Encourage participation in household activities and routines
- Carry out existing routines in the home: assist with homework and assignments, attend to chores and clean-up after activities, meal preparation and clean-up
- Complete daily documentation (including shift reports or shift slips, medication sheets, incident reports, contact notes)
- Maintain open communication through telephone contact and visits to the office
- Maintain awareness of and adherence to Agency policy and procedures

### **Professional Development and Training:**

- Takes accountability to ensure all mandatory certifications and training are kept current

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### **Education/Professional Certifications:**

- Grade 12
- Some post-secondary education in a related field an asset
- Completion of required mandatory training courses

### **Experience:**

- Certification as a Personal Care Attendant or equivalent or that you are a student with clinical experience
- Current CPR/First Aid is required
- Experience Knowledge of or experience in community inclusion
- Lift and transfer experience an asset

### **Mandatory Competencies:**

- Good communication skills
- Reliability
- Creativity
- Cooking
- Respectful
- Flexibility
- Ethical
- Common sense

### **Personal Qualities:**

- Demonstrated values consistent with the DDRC mission
- Commitment to professional development and continuous learning
- Ability to work independently
- Ability to work within a team environment
- Ability to work a variety of shifts
- Driver's license (and vehicle) are considered assets

Please submit your resume and cover letter to: [employment@ddrc.ca](mailto:employment@ddrc.ca)  
citing "DDRC-19-09W-CC" in the subject line.

*DDRC is an equal opportunity employer. We thank all candidates for their interest. Only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.*