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Title: Residential/ Group Home Worker	Date Issued: July 2020
Section: Job Descriptions	
Approved By: Community inclusions Ltd. Board of Directors	Review Date: July 2021

This document has been reviewed and approved for use.

Signature of Chair of the Board of Directors

Date

Signature of Executive Director

Date

Signature of Human Resources

Date

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Section: Job Description – Residential/Group Home Worker	Date Revised: July 2021
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JOB TITLE: RESIDENTIAL / GROUP HOME WORKER

The vision and goal of Community Inclusions Ltd. is to support the person with an intellectual disability in important life experiences including the following: Having a physical presence in the community; Being involved with community activities/groups; Having personal relationships and friends; Learning and developing skills and abilities; Making decisions – taking control; and being respected – having a good reputation.

RESPONSIBLE TO: Residential Coordinator

DUTIES:

- To keep in mind always that the vision and goal of Community Inclusions Ltd. is to support the person with an intellectual disability in important life experiences.
 - Having a physical presence in the community.
 - Being involved with community activities/groups.
 - Having personal relationships and friends.
 - Learning and developing skills and abilities.
 - Making decisions - taking control.
 - Being respected - having a good reputation.
- To support and advocate on behalf of persons with an intellectual disability who are a part of your personal caseload.
- To consult with significant others and develop personal plans for clients. Plans should identify long and short-term objectives and will focus on needs for quality of life and inclusion in the community.
- To identify opportunities for residents to participate in community events such as recreation, social, education, religion, etc.
- To support clients in participating in identified community events. This includes providing transportation, scheduling, role modelling, etc.
- To assist residents in meeting and attending to their daily living needs. This includes personal hygiene, rest, relaxation, money management, etc.
- To maintain positive, supportive, and professional communications with co-workers, families, other professionals, and the community.
- To provide residents with a well-balanced diet. This includes consulting the Canada Food Guide, accommodating any diet restrictions, meal preparations and purchasing groceries.
- To attend to residents’ basic medical needs. This includes scheduling medical, dental or eye appointments, ordering prescriptions, administering both prescribed and over-the-counter medications and documenting all medical related activities.
- To ensure that the premises are safe, clean, orderly, and welcoming to all.

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- To prepare for overnight shifts. This includes assisting clients with bedtime routines, securing the premises, shutting off electrical appliances, performing routine bed -checks, etc.
- To record and explain all financial activities. This includes the grocery budget, petty cash and client’s money.
- To attend and participate in monthly staff meetings.
- To meet with the Supervisor on a weekly basis. The purpose of these meetings is to facilitate open lines of communication. This includes providing client up-dates, discussing concerns or problem areas, identifying maintenance issues, reviewing relief schedules, etc.
- To schedule relief shifts as needed. This includes calling relief staff, confirming relief coverage, noting shift changes on the schedule, etc.
- To complete all household documentation as identified by the Supervisor. This includes client files, communications, respite schedules, medications, etc.
- Other duties as required.

It should be noted that specific duties/tasks will vary depending on which shift is worked.

QUALIFICATIONS

Education

- Completion of a recognized Human Service program or equivalent post-secondary education.
- Must have current First Aid and CPR training at the time of hiring.
- Certification in MANDT is preferred but will also accept other forms of equivalent relationally based program that uses a gentle approach to prevent, de-escalate, and if necessary, intervene in behavioral interactions that could become aggressive.

Experience

- A minimum of one year experience working in the Human Services field.
- An equivalent combination of education and experience may be considered.
- Other
- Must be able to demonstrate an ability to develop, implement, and monitor meaningful day opportunities with and for clients.
- Must possess strong abilities to problem solve. Must have positive communication skills.
- Must be able to work and relate well with clients.
- Must have access to a reliable vehicle.
- Must have a proven ability to be self directed and to be able to handle difficult or emergency situations in a calm and professional manner.
- Knowledge of the community and applicable contacts and resources are definite assets.
- Presentation of a satisfactorily completed police record check is required.

Other Qualifications:

- Valid Drivers License.
- Criminal Record Check (vulnerable Sector).
- Vehicle insurance with a minimum recommended \$2million liability.
- Drivers abstract.

Pay Scale: \$34,983 - \$41,164.50

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Acknowledgement of receipt by Employee

I have read, I understand, and I agree with this job description. I also recognize that the job description can be changed at any time, by management, according to the needs of the business. I also understand that the employer can request a new signature, following modification of my job description.

Employee Signature: _____

Date: _____

Employer's Signature: _____

Date: _____

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