



24 North Street
P.O. Box 460
O'Leary, PE
C0B 1V0
P: 902-726-3144
F: 902-726-3146
E: communityinclusionsltd@hotmail.com
W: www.communityinclusions.com

Title: Residential/ Group Home Worker	Date Issued: July 2020
Section: Job Descriptions	
Approved By: Community inclusions Ltd. Board of Directors	Review Date: December 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	Date Revised: December 2021
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POSTED: April 8th, 2024

POSITION: JOBID Number: MAC-003

JOB POSTING

JOB TITLE: RESIDENTIAL / GROUP HOME WORKER

- **Permanent Position – To begin immediately, 2024**
- 75 Hours/biweekly based on a rotation as outlined in the Collective Bargaining Agreement
- Salary as outlined in the Collective Agreement

LOCATION: MacLeod

All applicants are asked to apply in writing by emailing the HR Coordinator at:
rushellmacdonald@gmail.com

DEADLINE FOR APPLICATION: April 14th, 2024 @ 4pm

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.

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- 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 modeling, 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.
- 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 weekly. The purpose of these meetings is to facilitate open lines of communication. This includes providing client updates, 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

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- 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 \$ 2 million liability.
- Drivers abstract.

Wage Range: \$22.61 - \$25.84

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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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