



COMMUNITY BASED SUPPORT WORKER

Program: Community Based Services

Reports to: Program Manager

Purpose of Position: To empower and support participants with disabilities as valued and participating citizens in inclusive communities.

QUALIFICATIONS:

Education/Experience:

High School certificate (minimum) or equivalent

One year experience providing support to people with disabilities

OR

A relevant combination of education and/or experience, combined with general suitability

Skills and Knowledge:

- experience and/or knowledge of issues affecting people with disabilities
- commitment to values and philosophy of NSDRC
- commitment to team building principles
- effective written and oral skills
- well-developed communication skills
- flexibility, reliability, punctuality
- ability to deal with stress and change
- problem solving abilities
- effective time management
- ability to receive and respond to feedback

Requirements:

Employee Provided

- Criminal Record Search(es)
- Copy of Government Issued Photo ID
- Current Emergency Level First Aid
- Negative TB Test, or a clear chest x-ray
- Medical doctor's note of good health
- Valid Drivers License and Driving Record (*if specifically required for position*)

Sponsored by NSDRC

- Nonviolent Crisis Intervention Certification
- Privacy and Information Sharing (CLBC, MCFD on-line training)



Responsibility	
1.0 DIRECT SERVICE AND SUPPORT	
1.1	Complete and implement Person Focused Plan (PFP) in conjunction with the participant.
1.2	Monitor’s participant’s progress and well-being. Provides suggestions for the modification of participant’s PFP.
1.3	Be familiar with and creatively implement SMART Goals.
1.4	Assist participant to access community services and resources that relate to their goals.
1.5	Assist participant to identify, pursue and to expand upon their age appropriate interests and activities linking them to the community.
1.6	Demonstrate initiative with other employees in duties as well as assisting other employees when needed.
1.7	Familiarity with participant's neighbourhood, the recreational facilities and community resources within the neighbourhood and facilitate participation and use of those facilities and resources.
1.8	Provides emotional support and feedback to participants (and their families/networks, if applicable).
1.9	Provides life skills and behaviour support training to participants. Facilitates physical, recreational and social activities.
1.10	Provides participant with a positive role model.
1.11	Recognizes potential crisis situations, evaluates situation accurately; and develops strategies to deal with situations; and informs the Program Manager when an incident occurs.
1.12	Attend and participate in all meetings and scheduled appointments.
1.13	Maintain regular communication with Program Manager.
1.14	Listen and respond to family/support network’s wishes regarding the participant.
1.15	Understand the participant’s needs and learning style.
1.16	Adhere to approved work schedule, maintain punctuality and work authorized hours.
1.17	Ensure clean-up of communal spaces after each shift and submit checklist after shift.
1.18	Other duties as assigned.
1.19	Regular attendance at work.

Responsibility	
2.0 ADMINISTRATION	
2.1	Emergency information of the participant to be carried when working.
2.2	Completes and submits accurate SMART Goal Worksheets and SMART Goal Reports.



Responsibility	
2.0 ADMINISTRATION	
2.3	Completes shift notes on ShareVision after each shift.
2.4	Ensure attendance is completed on ShareVision after each club session.
2.5	Accurately completes and submits timesheets according to payroll schedule.
2.6	Submit approved financial expenditure receipts to Program Manager for reimbursement.
2.7	Accurately complete mileage on Dayforce for Program Manager approval.
2.8	Maintain and submit current documentation required for employment including Current Address, Phone Number, First Aid, CPR, Nonviolent Crisis Prevention and Intervention, Drivers Abstract, Criminal Record Check and email address.
2.9	Complete any additional documentation or reporting as requested.

Responsibility	
3.0 QUALITY ASSURANCE	
3.1	Treat participant with dignity and respect.
3.2	Maintain professional boundaries.
3.3	Follow all Association Policies and Procedures
3.4	For Teen/Pre-Teen Program: Follow appropriate opening and closing procedures.
3.5	Participate in internal and external professional development.
3.6	Maintain a professional, courteous and respectful manner with all team members, the participant & their family/support network.
3.7	Establish and maintain communication and positive relationships with participants, their support network and community members.

Responsibility	
4.0 Community Building & Liaison	
4.1	Participate on committees, networks and working groups as directed

Employee Name (please print)

Signature

Date

Original to Employee scan and saved to n:drive/hr/personnel file

Copy (if revisions) to Human Resources