



Residential Support Worker, Inclusion

**Must be available to work days, evenings, nights, and weekends.
Certification as a Health Care Aide is a requirement.**

Accessible Housing opens doors to homes that are accessible and affordable for people with limited mobility. Through providing a continuum of housing and supports, we work to ensure that everyone has a home and belongs in community.

For more information about Accessible Housing, please visit our website at www.accessiblehousing.ca.

Job Overview

Reporting to the Care Manager, the Residential Support Worker will enhance the dignity and quality of life for each resident by supporting holistic wellness and an interdependent community. In collaboration with the residents, the Residential Support Worker will support activities of daily living that empower residents to successfully live in community. This position will provide support to individuals in areas of well-being, independence, and community connectedness.

Duties and Responsibilities

Communication and Documentation

- Notify Resident Services Coordinator of all serious medical problems and follow correct documentation protocol. This includes completing an incident report, charting in the resident documentation record, and correctly following through on the resident care chart.
- Document any relevant information and steps taken in the documentation record for each resident as per program procedures (case notes, documentation record, communication book, incident report, email, etc.).
- Use appropriate communication to document between staff and Resident Services Coordinator (ie. Shift summaries), as well as, to provide notifications about residents. For example, resident schedule changes.
- Checks emails, case notes, and other appropriate documentation at least once every shift.
- Participate in care plan development and assessment and document information and follow as required.
- Participate in staff meetings, team building events and in-service training.
- Participate and contribute to the case management process for residents.
- Track relevant resident information in tracking documents.

Resident Support

- Provide direct care to residents in accordance with established guidelines and with direction from resident and resident's self-directed care plan.
- Provide emotional and social support and guidance to all residents. Help empower residents through the utilization of the accessible kitchen, accessing community activities, and goal setting.

- Act as an advocate for residents served.
- Provide functional assistance for resident with medication under his or her direction, following procedures outlined for the program.
- Support residents when asked or take initiative with extra tasks outside personal care. ie. Organizing bedroom closets, filing, etc.

Housekeeping

- Provides support by working with residents to assist in personal laundry, making bed, changing linen as per schedules and upon request.
- Perform light housekeeping, such as vacuuming, dusting, cleaning kitchen areas and bathrooms, laundry, washing windows, dishes, taking out the garbage.
- Occasionally assist residents in shopping for groceries (if schedule allows).
- Maintain records for appropriate standards (ie. water temperature).

Qualifications and Experience

- Certification as a Health Care Aide is a requirement.
- 1– 2 years' experience in providing direct client services, preferably in a residential setting.
- Awareness of issues related to physical disabilities and limited mobility.
- Effective verbal and written communication.
- Excellent organizational skills.
- Excellent interpersonal and problem solving abilities Able to accept responsibility, show good judgment and take initiative.
- Able to work with minimum supervision.
- Understanding of and commitment to confidentiality.
- The ability to provide personal care.
- Experience in supporting residents with community activities.
- Proficient spoken and written English language skills.
- Proficient computer skills: word processing, spreadsheets, and other computer software including Microsoft Office.
- Strong 'customer service' orientation.
- Satisfactory Criminal Record Check.

Working Conditions

- The Resident Support Worker works primarily in a residential program setting with some time spent in an office setting and in the community.
- This is a casual position so there are no guaranteed hours, and shifts may involve weekend, overnight, evening, and day shifts.
- The Resident Support Worker may be required to work with challenging or 'at risk' clients and be required to manage crises.

Physical Requirements

This position may require engaging in tasks that require some light to moderate lifting up to 50lbs.

Application Information

If you are looking for a rewarding career at a growing organization, please apply with your resume and cover letter and cite **Inclusio RSW** in the subject line. Applications can be sent to resume@accessiblehousing.ca.

Closing Date for Applications: Until a suitable candidate is found.

We thank all candidates for expressing an interest in this position and we will be in touch with those candidates demonstrating the best fit for the organization's needs.