

Residential Support Worker – Inclusio

Accessible Housing opens doors for people with limited mobility to enhance dignity through accessible homes that are appropriate and affordable. By 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 view our website at www.accessiblehousing.ca.

Job Description:

Reporting to the Residential Support Coordinator, 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:

Skills and Attributes

- Excellent interpersonal, organizational, and problem solving abilities as well as effective written and verbal communication.
- Able to accept responsibility, show good judgment and initiative, and work with minimum supervision.
- Able to maintain confidentiality with respect to the privacy of all residents and Society.

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 or equivalent
- 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 communication and organizational skills

Skills and Abilities:

- 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

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
- The Resident Support Worker works a flexible schedule that 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 interested, please apply with your resume, cover letter to resume@accessiblehousing.ca with *Competition Inclusio Residential Support Worker* cited in the subject line.

Closing Date for Applications: Until 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.

Accessible Housing employees enjoy competitive compensation, extended health and dental benefits, a matching RRSP after one year of service, an accelerated schedule for earning additional vacation days, your birthday off, and a flexible work environment.