

**JOB DESCRIPTION: COMMUNITY SUPPORT WORKER**

Employee's name	Program
Start date in this position	Program Manager

**REPORTS TO:** Program Manager

**RATE OF PAY:** As per current wage scale for Community Support Worker

**PROBATION:** 3 months

**RESPONSIBILITIES:**

**Teamwork**

Arrive on time to exchange information and prepared to start work on time.  
Attend staff meetings and in-services as required  
Review and record pertinent information in staff and individual binders  
Verbally exchange pertinent information at shift change with next worker.  
Complete shift routines and programs as approved by Program Manager  
Maintain friendly, respectful, professional and effective interactions with co-workers

**Individual Support**

Listen to, build relationships, honour choices of, take direction from & sincerely support individuals served.  
Promote the dignity and self-esteem of individuals served by assisting them to achieve their full potential.  
Assist in the orientation & training of new staff (as required)  
Assist individuals to carry out day-to-day activities, personal care and other routines.  
Implement Individual Service Plans consistently.  
Communicate respectfully, professionally and effectively with families, professional supports and members of the public.

**Health and Safety:**

Dispense/record medications as per guidelines.  
Follow all emergency procedures and report any threats to individual or staff safety to the Program Manager.  
Supervise individuals to ensure their safety.  
Assist in the upkeep and maintenance of the home and grounds.

**EDUCATIONAL AND TECHNICAL REQUIREMENTS:**

Grade 12 completion  
Prefer Human Services related education or commensurate experience.

**EXPECTED HOURS OF WORK:**

As posted on permanent schedule. Relief employees are on-call (no guaranteed hours).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday



**OTHER POSITION REQUIREMENTS:**

Compliance with the “Requirements for Employment” as outlined in the Society’s Personnel Policy and Procedures Manual and as outlined below

Criminal records search required upon hiring and every five years thereafter

First aid certification required upon hiring and to remain current throughout employment

Excellent written and spoken communication (in English).

To work confidently, effectively and consistently in an independent manner.

Manager check off all other requirements that are applicable to this position:

FoodSafe required

TB test required

Medical certificate required

Driver’s license required (copy to H/R upon hiring and upon subsequent renewals)

Class 4

Class 5

**If a driver’s license is required, the employee must submit a driver’s abstract upon hiring and upon subsequent driver’s license renewals. The employee must inform H/R of any changes to his/her driver’s license or any driving infractions.**

Use of personal vehicle required

**If use of a personal vehicle is required, the employee must maintain adequate insurance coverage as outlined in the Society’s Policy and Procedures Manual. The employee must submit a copy of his/her vehicle insurance and registration to H/R upon hiring and upon subsequent insurance renewals. The employee must inform H/R of any changes to his/her vehicle insurance or registration.**

Other: specify -

EMPLOYEE SIGN TO ACKNOWLEDGE UNDERSTANDING AND ACCEPTANCE OF THE TERMS OF THIS JOB DESCRIPTION:	DATE:
SIGNED BY HUMAN RESOURCES:	

**Original: to employee’s file**

**Copy: to employee**