

JOB DESCRIPTION: KEY 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 Key Support Worker
PROBATION: 3 months

This position has all the same responsibilities and requirements as the Community Support Worker. In addition, the Key Support Worker has particular responsibilities in relation to one or more individuals in the program:

- Should be the person who is most in tune with and aware of the person's needs and who works the most shifts.
- Ensures that individual is participating in decision-making to the best of their ability.
- Comes prepared to team meetings with items for discussion re: the individual's issues, elicits useful, proactive discussion re: programming issues, possibly chairing specific parts of the meeting with assistance from the Program Manager.
- Directs colleagues on a daily basis on what needs to be done to best support the individual.
- Keeps up regular family contact at an unofficial level (monthly, unless otherwise set), keeping family connected to the individual.
- Ensures that Individual Service Plans for the key individual(s) are kept current and complete.
- Assists in the development of Individual Program Plans and provides input in assessment / discussion of individual programs.
- Supports friendships by ensuring that the individual's links to friends are maintained and supported through regular social contact; that plans are made and followed through on.
- Is on top of health issues, makes doctor/dentist appointments and attends/documents if at all possible (first choice is to book appointments during key worker's shifts, second choice is to have the Program Manager switch shifts with notice). Monitors adequate personal care, problem solves or asks for assistance.
- Liaises with professional supports as required (doctor, therapist, nurses, etc.).
- Oversees individual's financial accounting and assists with banking, if necessary. Holds others accountable for proper spending and accounting of individual funds.
- Oversees individual's clothing needs and assists as necessary.
- Ensures individual programs and routines are documented and can be consistent, shares responsibility when appropriate.
- Writes Quarterly Progress Reports, updating on the individual's progress in relation to his or her stated goals.
- Assists with preparation of information for the annual Person-Centred Planning review, and presents information (with Program Manager) to the person's support network and team.
- Assumes responsibilities delegated by the Program Manager where appropriate, ie. filling open shifts, submitting timesheets, Costco orders, etc.

EXPECTED HOURS OF WORK: As posted on permanent schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday



OTHER POSITION REQUIREMENTS:

- Fulfillment of all duties and responsibilities noted on the Community Support Worker job description
- 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