

*With respect, integrity and a deep commitment, Community Living Huntsville's mission is to provide supports and advocacy for individuals with developmental disabilities in order that each may grow to be the decision makers in their own lives at home, school, work and within the communities of North Muskoka.*

<b>Position Title:</b> Part Time Direct Support Professional	<b>Organization:</b> Community Living Huntsville
<b>Reports To:</b> Supervisor	<b>Service Area:</b> North Muskoka

### **Position Summary**

Under the direction of the Supervisor, the Part Time Direct Support Professional will work as a team player by supporting individuals with developmental disabilities. This support may take place within community, or within an individual's residential setting.

While working with a multidisciplinary team, works to provide an inclusive and nurturing home environment in which people gain the confidence and self-assurance needed to live meaningful lives; providing support and advocacy for each person's inclusion and acceptance within the community.

The Part Time Direct Support Professional exemplifies and works with a team to fulfill the Mission, Vision and Values of Community Living Huntsville. He/she has developed the core competencies that exemplify the best quality of support in the sector and demonstrates the values, traits and behaviours to directly support individuals with developmental disabilities to live inclusive and dignified lives within the community.

As Part Time Direct Support Professional the core competencies demonstrated at the required target levels are as follows:

Advocating for Others	Level 3	Calculates impact of actions or words
Collaboration	Level 3	Encourages others
Creative Problem Solving & Decision Making	Level 3	Understands and acts on basic relationships
Fostering Independence in Others	Level 3	Delegates
Initiative	Level 3	Thinks and plans ahead
Interpersonal Relations & Respect	Level 3	Effectively uses empathy
Resilience	Level 4	Delivers results with a high level of consistency over a long period of time

***In addition to the above competencies, all employees are required to demonstrate the threshold competencies of flexibility, self-control, service orientation and values and ethics; all of which reflect the values of the Agency.***

***The following reflects the required behaviours to demonstrate the organizational responsibilities that will reflect achievement of outstanding performance.***

### **Promotes Person Centred Goals**

- ***Provides support to individuals in all aspects of daily living within a residential setting***
- ***Supports people within residential programs to achieve their personal life goals***
- ***Facilitates relationships with community partners, fostering and developing skills and roles to promote peoples' valued participation in the life of community***

### **Demonstrated by:**

- Ensure compliance with Ministry of Community and Social Services and public health requirements, funder guidelines and all relevant legislation (e.g. rights, privacy, health and safety)
- Ensure compliance with all Agency policies, procedures and guidelines
- While working in a Group Residence, responsible for all aspects of running a household including meal preparation and housekeeping; the use operation, maintenance and safekeeping of the home, Agency vehicle(s), technology (computer, printer, etc.), appliances, medical equipment, furniture and electronics
- Assist people supported with activities of daily living, including personal hygiene, dressing and eating meals, household and social activities. For those with a physical disability, provide assistance with personal movement and mobility equipment (e.g. wheelchairs)
- While working in the Community, follow developed strategies in support of individuals in all aspects of community participation including but not limited to personal care and hygiene, banking, social and leisure, volunteer and work activities
- Respect and support cultural diversity; assist people supported to maintain preferred cultural practices and customs
- Transport people supported to access and attend professional health care providers
- Assist people supported with medication in accordance with established procedures
- Help people supported to learn new skills and behaviours through modeling and positive reinforcement
- Following and maintaining the established programs based upon the needs of the individual – e.g. Individual Support Plans and positive Behaviour Support Plans
- Maintaining accurate records of individual progress in their supports and participate in regular reviews with team and Supervisor, recommending revisions as necessary to meet their goals
- Advocate with and on behalf of people supported with team members, Agency staff and the community at large
- Participating in all team meetings providing input as it relates to the day to day operation of the program
- Reading and passing information via the Communication Book and electronic systems
- Recording individual's daily progress, activities and difficulties
- Seeking guidance, clarification and support from the team and Supervisor
- Provide transportation for individuals using Agency or own vehicles as required
- Operate Agency vehicle in accordance with policies and procedures of Community Living Huntsville, and report any maintenance needs to Supervisor
- Participate in additional Agency and community activities from time to time
- Performing other duties and responsibilities as assigned

### **Outcome:**

1. Goals and objectives of individual support plans are achieved and evaluated for people receiving supports and services
2. Builds and sustains effective relationships with supported individuals, family, and community
3. Effective communication for all involved
4. Demonstrated positive attitude towards other programs, staff and the Agency
5. Ambassador of advocacy and inclusion by treating all people with the respect and dignity accorded regardless of apparent abilities or cognizance

### **Promotes Team Work**

- ***Communicates with team, supervisor and family***

### **Demonstrated by:**

- Attending team meetings, supervisory meetings and team planning conferences as required to share information regarding individuals supported and the program
- Keeping informed and up-to-date in all aspects of the program and informs others
- Recording supported person's progress, activities and difficulties from a behavioural perspective
- Reading and sharing information via communication, log books, and electronic systems
- Maintaining accurate records of medications given
- Completing medical, dental and behavioural reports as necessary
- Reporting accidents or serious occurrences in writing to the Supervisor or On-Call Professional
- Conducting detailed observations and recording pertinent data

### **Health and Safety**

- ***Promotes and monitors practices and conditions that ensure the safety of individuals***
- ***Promotes and monitors practices and conditions that ensure the safety of self and others***

### **Demonstrated by:**

- Being aware of medical and physical conditions of individuals
- Take appropriate action to minimize any potential dangers and health concerns
- Knowledge and compliance with the provisions of the Occupational Health and Safety Act and regulations, all workplace health and safety policies, programs and practices
- Taking all reasonable care to comply with the Occupational Health and Safety Acts and regulations
- Working with others to maintain a clean safe work environment while following proper chemical awareness and usage protocols, Health and Safety standards and practices in accordance with current legislation
- Using / wearing proper protective equipment, devices or clothing required
- Reporting the need for repairs and maintenance
- Reporting any known defective equipment or protective device that may be dangerous to your supervisor
- Reporting any known workplace hazard or violation of the Occupational Health and Safety Act or regulations to the supervisor or senior management representative

- Reporting any employment related or individual related injury or illness promptly
- Participating in monthly fire drills and safety audits
- Completing health and safety inspections as required
- Participating in training and educational activities and Health and Safety investigations as required
- Co-operating with the development, implementation and evaluation of an Early and Safe Return to Work program, if required

**Outcome:**

1. Workplace injuries are minimized
2. Safety of supported individual maximized

**Administration**

- ***Carries out specific administrative duties***

**Demonstrated by:**

- Completing all required documentation of individual activities and progress as outlined by the Supervisor
- Completing bi-weekly time sheets and submitting them according to procedure
- Accurately completing expense report forms, submitting same for the Supervisor's approval once per month
- Complying with performance appraisals
- Providing the Administration Office with documentation that may be required from time to time in accordance with Community Living Huntsville's policies and procedures and/or legislative requirements

**Outcome:**

1. Accurate and timely progress reports for our supported individuals
2. Accurate and timely administration of payroll and benefit programs
3. Compliance to all policies, procedures and regulations

**Values and Ethics**

- ***Demonstrates excellent professional, ethical and moral conduct***

**Demonstrated by:**

- Complying with Agency values and statements of confidentiality
- Demonstrating high standards of work ethics including attending work on time, working efficiently, producing accuracy and quality in work

**Outcome:**

1. Professional public image is established and maintained

## ***Qualification Criteria***

### ***Academic:***

Post-secondary education, DSW diploma or degree in social services, human services or related field, plus a minimum of two years experience working in the field of developmental disabilities.

### ***Essential Skills:***

- Knowledge and commitment to the principals of inclusion
- Demonstrated ability in analyzing and teaching life / social skills
- Able to work with someone who has a unique ability to challenge us to think creatively to support supervised group living
- Ability to work independently as well as a co-operative and agreeable team player
- Knowledge of community resources
- Excellent problem solving skills
- Excellent written and oral communication skills
- Excellent interpersonal skills, possessing a professional and enthusiastic demeanour
- Highly proficient computer skills
- Valid driver's license, own transportation and a willingness to transport individuals
- Valid first aid, NVCi and Co-operative Communication training an asset

## ***Reporting Relationships***

The Part Time Direct Support Professional, reports to a Supervisor.

There are no positions reporting to the Part Time Direct Support Professional.

### ***Efforts and Working Conditions:***

- The employee works with adults who have an intellectual disability including physical disability, and/or dual diagnosis and/or age related challenges. The levels of disability ranges from relative minor to profound, such that the level of mobility, comprehension and understanding among people supported can vary considerably.
- The employee must be knowledgeable about, understand and be respectful of various cultural sensitivities and nuances.
- The employee must be aware that their words and actions are representative of Community Living Huntsville. As such, the incumbent must always act in a professional manner.
- The employee must be able to work on a team with others who have different working styles
- The employee must be able to adapt/adjust to changing priorities within Community Living Huntsville while ensuring that service to people supported is maintained.

### ***Hours of Work:***

Part time employment, based upon working a consistent number of scheduled hours per week that is not less

than twenty-four (24) and not more than thirty (30) hour per week. Scheduled shifts include days, evenings, overnights and weekends. Employee must be available to work additional hours to cover emergencies, illness and vacation time as necessary.

It is hereby understood that the employee may be required to perform other duties from time to time.

Candidates interested in applying for a Part Time Direct Support Professional position, should email their resume to [careers@clhuntsville.ca](mailto:careers@clhuntsville.ca).