

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.

Position Title: Innovative Supports, Direct Support Professional	Organization: Community Living Huntsville
Reports To: Supervisor, Community Participation	Service Area: North Muskoka

Position Summary

Under the direction of the Supervisor of Community Participation, the Innovative Supports, Direct Support Professional will work as a team player by supporting individuals with developmental disabilities.

Assisting in the support of youth, adults and senior citizens, Innovative Supports, Direct Support Professional will uphold the development plans as directed by the personal interests and pursuits of the individuals supported; which may include facilitating activities within the community as well as assisting with skills within one's home and/or family setting.

The Innovative Supports, Direct Support Professional has the developed 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 self directed, inclusive and dignified lives within the community.

As an Innovative Supports, 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.

Innovative Supports

- ***Assist in the support of individuals to achieve their personal goals within their home/family situation, as well as within community; through the development of skills and facilitation of natural relationships***

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
- Following 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
- Following all developed support plans to help individuals meet their goals
- Supporting individuals in community based activities
- Supporting individuals in developing skills within their home and family setting
- Administering medication and maintaining accurate records according to policy
- Attending appointments and community activities with individuals when necessary
- Following all individual support plan(s) in conjunction with the employer, the employee, family members and other support workers that includes initial supports, fading and long term monitoring
- Maintaining objective, written documentation of individual progress
- Attending all required meetings
- Participating in all team meetings providing input as it relates to the day to day operation of the program
- Keeping the Supervisor and support team informed of the individual's progress
- Reading and passing information via the Communication Book and electronic systems
- Recording individual's progress, independence, activities and difficulties
- Seeking guidance, clarification and support from the supervisor
- Performing duties in accordance with Community Living Huntsville's policies and procedures
- Occasional overnight support in order to provide respite
- 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

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. Bring forward to supervisor/individuals' lead health concerns
- Ensuring appropriate action is taken to deal with potential dangers and health concerns on CLH property, and minimize risks when working in other locations
- Reporting to supervisor any potential dangers or health concerns on community partner premises
- 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
- Does not engage in any prank, contest, feat of strength, unnecessary running or rough / boisterous conduct
- 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 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
- Demonstrating compliance to all Agency regulations and legislated standards

Outcome:

1. Professional public image is established and maintained

Qualification Criteria

Academic:

DSW or 2 year degree/diploma 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, developing strategies, and teaching skills in order to broaden independence and/or strengthen relationships of those supported
- Able to work with someone who has a unique ability to challenge us to think creatively to support the transition from youth to adulthood and from family/group living to a more independent living setting
- 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

Reporting Relationships

The Innovative Supports, Direct Support Professional reports to the Supervisor, Community Participation.

There are no positions reporting to the Innovative Supports, Direct Support Professional.

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.

I have read this job description and understand and agree to the terms contained herein.

Employee's Signature

Date

Approved by:

Supervisor

Date