

## Job Description

### **PART-TIME DIRECT SUPPORT PROFESSIONAL**

**Position:** Part-Time Direct Support Professional  
**Program:** Any of the programs offered by Community Living Atikokan  
**Reports to:** Support Services Manager or Community Services & Innovation Manager (depending on program)

#### **Position Summary:**

- The part-time Direct Support Professional reports directly to the Support Services Supervisor.
- The Direct Support Professional provides care and support to adults who have a developmental disability or dual-diagnosis.
- The Direct Support Professional will provide opportunities for the person(s) supported to experience growth, quality of life, inclusion and equality within the community to their fullest potential, focusing on deepening his/her relationships, achieving a sense of health and well-being, providing opportunities to have fun in ordinary community places, helping to recognize their own personal power while learning valuable skills, and by identifying positive and socially acceptable methods to meeting a person's needs.

#### **Qualifications:**

- A degree or diploma in the field of developmental or social services is preferred.
- Experience in the field of developmental services is essential.
- Excellent communication skills, both oral and written are essential.
- Proficiency with MS Word and Excel are necessary.
- A valid Ontario driver's license and the maintenance of an acceptable driving record are required.
- Employees must be in good physical condition as the position requires active participation in daily activities, and operation of assistance devices.
- Must possess and submit a clean reference history
- Must have the ability to work in an unsupervised setting at times, and be able to accurately report on the shifts events
- Experience in a team environment is essential.
- This is a unionized position.

#### **Duties and Responsibilities:**

- Under direction of the manager and as a team member, implements program supports and services to achieve the personal goals of individuals.

- Promotes and demonstrates the Vision and Mission of the organization within the workplace and the community.
- Exemplifies the values of the organization and demonstrates a respectful and professional attitude.
- Serves as a role model to others by demonstrating a respectful and positive attitude towards individuals with developmental disabilities.
- Participates in organization and program meetings as required, and actively participates where appropriate.
- Keeps up to date with trends and best practices in the field of developmental disabilities.

**Policies & Procedures:**

- Adheres to all organization Policy and Procedures
- Annually reviews and signs off on all organization policy and procedures
- Adheres to all Health and Safety procedures

**Health & Safety:**

Every worker must protect his or her health and safety by following the law and the CLA safe work practices and procedures. All parties are expected to consider health and safety in every activity. Commitment to health and safety must form an essential part of this organization from the Board of Directors to the workers. Each worker will:

- Work in compliance with the Act and Regulations
- Work in compliance with the CLA health and safety policies and procedures
- Annually review and sign off on health and safety policies and procedures
- Advise the supervisor of any health and safety concerns
- Maintain a current First Aid certificate, Crisis Prevention Intervention certificate, and WHMIS certificate.
- Adheres to CLA's Safe Return To Work policies and procedures
- Use or wear any equipment, protective devices, or clothing required by the employer
- Not remove or make ineffective any protective device required by the employer
- Not behave in any manner which presents a hazard or potential hazard to any individual of the Association
- Report any known violations of the Act or Regulations to the supervisor or JHS Certified Representative
- Remain pro-active about health & safety

**Administrative Duties:**

- Ensures reports are thorough, professional, timely and follows format
- Ensures all necessary files and accurate documentation are completed as per program requirements such as daily logs, Program reports, medical reports, incident Reports, case conference reports, monthly progress reports, databases.
- Works cooperatively as a staff team member to ensure consistency of service delivery in all CLA Programs
- Is aware of, follows up, and reports to the supervisor all discrepancies relating to fire, health and safety regulations and procedures.
- Keeps office area clean, organized, and presentable, and attends to all filing and office procedures as assigned
- Corresponds with Member's advocates as directed
- Keeps detailed accurate records of Member's expenditures and bank records
- Submits receipts of any Program purchases, and remains within budget allotments as per management directives
- Reads all relevant documentation and reports, and is familiar with Member's files and records.
- Ensures and promotes confidentiality
- Any other duties as assigned.

**Public Relations:**

- Participates in pertinent community-awareness-projects as required
- Promotes positive public awareness of organization goals and objectives, and Programs
- Establishes and maintains liaison with all other community related programs

**Personal Development:**

- Attends all pertinent workshops as requested by management
- Self-educates and maintains knowledge of medical and cognitive advances pertaining to the field of developmental disabilities or related issues
- Remains knowledgeable with available literature and educational programs, relevant to the Member's and particular developmental conditions.
- Maintains skills in augmentative communication e.g. sign language, pictographs
- Sets personal goals to learn about 'positive approaches', resulting in an understanding that difficult behaviors result from unmet needs and that meaningful relationships, a sense of safety and well-being, personal power, value and self-worth, and having something meaningful to look forward to, are necessary to all individuals and are vital to providing successful support.

**Program Duties:**

- Encourages, maintains and promotes Member's skills and abilities in all areas of their lives
- Guides and motivates Member's to develop their self-help and social skills to each person's full potential
- Encourages Member's to work or seek employment in keeping with individual skills and abilities
- Provides positive atmosphere for growth and progress
- Promotes positive work habits, diligence, punctuality, and relationships
- Provides suitable role modeling behaviour to all Member's, in all situations, including personal appearance and behavioral skills.
- Ensures Member's are groomed and styled according to age appropriateness, particular social settings, current styles/fads/fashions, while respecting individual choice and preference
- Ensures all personal care is performed with dignity, privacy and respect in mind.
- Establishes a trusting and cooperative working relationship with all Members by relating to them as adults and equals; encouraging independence and normalization and allowing "dignity of risk" while offering support and assistance as required.
- Initiates leisure time activities by identifying needs, interests, and aspirations, while encouraging and nurturing outside friendships and peer interaction
- Assists Member's in coping with emergency or stressful situations as they occur
- Supports spiritual growth and respects spiritual beliefs without imposing own beliefs
- Acts as advocate on behalf of all persons served
- Acts as trustee if appointed
- Identifies ongoing strengths and needs, and communicates observations
- Offers individual degrees of support, assistance, guidance, and care in completing and maintaining daily functional skills
- Ensures pets are treated humanely, and cared for appropriately
- Implements appropriate positive approach techniques while ensuring respect and dignity towards the Member is maintained
- Promotes health and safety for all Members
- Provides physical and personal care to Members as required by:
  - observing and reporting symptoms and behavior indicative of physical or emotional change
  - carries out medical care as required

- records medical data, collects specimens, and makes medical appointments as required
- administers prescribed and non-prescribed medication and treatment adhering to CLA procedures
- keeps accurate written record of all medication administered
- monitors medical condition of Members and reports issues as needed
- Any other duties as assigned.

**Working Conditions:**

- Required to work up to 39 hours per week
- Required to work shift work.
- On occasion may need to work in excess of 40 hours per week e.g. emergencies.
- Occasional requirements for overnight travel
- May be required to participate in activities throughout the community

**Environment:**

- Some of the average work week is spent in a smoke free office or apartments.
- Some of the average work week is spent travelling to various support locations.
- Some of the average work week is spent in meetings.
- Some of the average work week is spent outdoors.

**Hazards:**

- May be exposed to moving parts or adaptive devices and equipment.
- May be exposed to, or required to manage crisis situations.
- May be subjected to verbal and/or physical aggression.

**Physical Demands**

|                                    |              |
|------------------------------------|--------------|
| Standing & Sitting                 | Frequently   |
| Walking                            | Frequently   |
| Lifting or Carrying (under 15 lbs) | Frequently   |
| Lifting or Carrying (under 25 lbs) | Frequently   |
| Lifting or Carrying (over 25 lbs.) | Frequently   |
| Pushing and Pulling                | Frequently   |
| Bending                            | Frequently   |
| Low-level work                     | Occasionally |
| Climbing and Balancing             | Frequently   |
| Reaching                           | Frequently   |
| Handling                           | Frequently   |
| Neck & head position               | Frequently   |
| Emergencies                        | Occasionally |

|                  |              |
|------------------|--------------|
| Chemicals        | Occasionally |
| Noise            | Frequently   |
| Biological       | Frequently   |
| Stress           | Frequently   |
| Weather extremes | Occasionally |

**Professional Principles:**

As an employee of the Community Living Atikokan, our efforts to realize CLA’s vision, mission and operating principles and the aspirations of the people we support, will be guided by the following principles:

- That each person has a valuable contribution to make towards creativity and excellence in their work.
- That each person has a responsibility in making a meaningful contribution to the lives of the people we support.
- That people work most effectively as a team.
- That a positive work environment is a shared responsibility and includes recognition, respect, open communication, and cooperation.

The above reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

**Disclaimer**

1. This job Description indicated the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent.
2. Incumbent may be asked to perform other job related duties as required.
3. Because of the changing nature of work and the work to be done, the job description may be changed or altered as required as per Article 2.01 of the Collective Agreement.