

Red Roof Retreat : JOB POSTING

POSITION DESCRIPTION

Position Title: Special Needs Worker

Position Summary:

To provide supervision, care, and developmental programming for individuals with special needs in a respite/recreation/residential setting.

Rate of Pay: starting at \$16.00/hour. (Wage increase according to level of training)

Role: The Special Needs Workers must be willing to work a variety of shifts in a variety of locations, including days, evenings, weekends, and overnights. Must have a valid driver's license, must be double vaccinated against Covid-19 and be willing to get a current medical, police check, first aid/CPR and any relevant training provided by Red Roof Retreat.

Position Duties:

- Provides for the daily living needs of clients by maintaining a safe environment with appropriate attention given to individual health, nutrition, and hygiene.
- Cooperates in maintaining complete and confidential case records for each resident in care.
- Dispenses medications and maintains medication binder. Follows all health directives as assigned by health professionals and Program Supervisor.
- Under the direction of the Program Coordinator ensures that the Plan of Care goals are implemented.
- Attends staff meetings as required.
- Participates in the orientation and evaluations of staff/volunteers as directed by the residential supervisor.
- Assumes responsibility for volunteer supervision.
- Assumes the duties of proper home operations including but not limited to: laundry, cooking, cleaning, snow removal, gardening and animal care
- Cooperates and communicates with other staff members in establishing a supportive working environment in the residential setting.
- Follows all policies and procedures established by the agency as they pertain to the proper operation of a residential setting, and the health, safety, and welfare of the clients in care. Follows all policies and procedures established by the agency as they pertain to employee conduct and performance.
- Completion of all necessary paperwork, completing the duties involved.
- Planning of appropriate recreation activities. Notification to Program Coordinator 3-4 days in advance (communicate with other scheduled staff) and ensure staff are prepared to carry these activities out.
- Staff should check for any changes pertaining to each child prior to their admission for the program and signing off on appropriate papers.

Requirements:

- Reports directly to the Program Coordinator.
- Diploma or degree in social sciences with specific knowledge of child development disciplines related to working with the developmentally disabled.
- Previous direct experience working with individuals with special needs.
- Must be able to demonstrate a valued attitude toward individuals with developmental and/or physical disabilities.
- Must have the ability to efficiently arrange and perform a wide range of tasks and respond to demanding situations. Must be able to work under pressure and respond to a busy household.
- Must have the ability to perform delegated tasks with minimal supervision.
- Must be able to respond to a flexible work schedule when required to meet emergency staffing or resident needs in the residential setting. Travel may be required while on duty for emergency situations that may arise.
- Must have a current C.P.R., First Aid and C.P.I. certificate.
- Must have the ability to assume additional training in physical management needs of each respite individual, seizure identification and response, pharmacology, and nutrition.
- Must be able to perform a moderate degree of physical activity which is required in the positioning and lifting of clients and in the moving of therapy equipment.
- Must possess good teamwork skills and good communication skills (written and verbal primarily in English).
- Must have a valid Ontario Class G driver's license and clean drivers abstract.
- Must be able to think on your feet, come up with creative, educational, and appropriate activities.
- Must be a good role model and be able to lead by example for staff and children.

Work Aids Used

- Physical Management equipment, medical equipment, program equipment, computer, household appliances.

/spb

September 2021