**JOB DESCRIPTION**

**Position Title:** Respite Worker

**Program/Location:** ConnectWell Respite Services/Respite Homes in the Lanark County

**Reports to:** Program Manager

**Role Summary**

To provide respite supports and programming for individuals with complex medical, physical and developmental needs as part of a team of support professionals.

**POSITION REQUIREMENTS**

1. **Education**

* Degree or Diploma in one of the Social Sciences or health related field or equivalent experience

1. **Professional Experience**

* Substantial and proven experience working with individuals with complex medical, physical and developmental needs
* Knowledge of programs and services important to the quality of life of complex needs children/youth

1. **Key Competencies**

* Extensive behaviour and medical experience an asset
* Excellent communication skills
* Ability to work a flexible schedule within an interdisciplinary team
* Capable and competent driver with valid G drivers licence

1. **Work Conditions**

* Extended periods of moving including standing, stretching and bending
* Providing physical support to clients with their day to day needs including personal care, lifting & transferring
* Able to complete basic household tasks including meal preparation

**PROGRAM REQUIREMENTS:**

* Ability to work flexible schedule which may include 12 hour shifts, weekends, evenings, overnights and STAT holidays
* May be redeployed to work at various program sites
* A valid driver’s license and insurance
* Valid CPI, First Aid and CPR certification
* May be required to provide transportation to clients
* Complete mandated legislated workplace training through HR Downloads
* Clear vulnerable sector screening check

**POSITION RESPONSIBILITIES**

1. Function as part of a support team for identified clients
2. Implementation of individualized goals and objectives including medical & behavior protocols
3. Ensure all documentation is complete and meets QUAM standards
4. Maintain effective & open communication with families and identified support team.
5. Administer medication, facilitate medical appointments and monitor ongoing medical needs as required
6. Other related duties as required

**Standard ConnectWell Employee Responsibilities**

As an employee of ConnectWell, this position is responsible for the following:

**Administrative**

* Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data
* Submits records of time worked and time off in a timely manner
* Maintains and develops professional competence, and where applicable, a professional license to practice, through appropriate continuing education methods (e.g. peer interaction, literature review, conferences, courses, staff development leave, etc.)
* Complies and adheres to all applicable ConnectWell policies and procedures

**Organizational Responsibilities**

* Respects and values the diversity of the community and individuals
* Supports the organization’s student placement programs
* Contributes to the organization’s work by participation in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as committees and working groups, strategic planning and accreditation
* Contributes to the organization’s practices of hiring, orienting and training of employees
* Participates actively in team meetings
* Consults with and provides support to team members and other ConnectWell employees regarding professional issues
* Participates in the development of policies and procedures by providing feedback in the organization’s policy development process
* Works in a manner that incorporates health promotion and recognizes the determinants of health
* Participates in team and individual professional development opportunities

**Occupational Health & Safety**

This position must also work within the scope of all legislative and ConnectWell Health and Safety policies. In this capacity, the employee:

* Works in a manner that promotes a safe, secure environment, and is compliant with the Duties of Workers under the Ontario Occupational Health & Safety Act (Section 28)
* Must read and follow all ConnectWell Occupational Health & Safety policies
* Works safely in consideration of the following job hazards: noise, workplace violence
* Participates in Occupational health & Safety training as required:
* AODA
* WHMIS
* Employee Safety Training
* Other (as required)

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

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Employee Signature Date

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Supervisor Signature Date