**JOB DESCRIPTION**

**Position Title:** Share Care Programmer

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

**Reports to:** Program Manager

**Role Summary**

To provide direct care support 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
* Experience working within day program and respite/share care environments
* 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
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 and transferring
* Physically able to complete basic household tasks including meal preparation, laundry, cleaning, maintaining walkway access, etc

**POSITION RESPONSIBILITIES**

1. Function as part of a support team for identified clients
2. Provide personal care tasks for individuals being supported
3. Implementation of individualized goals and objectives including medical and behavior protocols
4. Ensure all documentation is complete and meets QUAM standards
5. Maintain effective and open communication with families and identified support team
6. Administer medication, facilitate medical appointments and monitor ongoing medical needs as required
7. Complete housekeeping and meal preparation
8. Flexibility in completion of job related tasks
9. Other related duties

**PROGRAM REQUIREMENTS:**

* Ability to work flexible schedule which may include 12 hour shifts, weekends, evenings, overnights and STAT holidays
* Required to work one shift every 2 months to remain current with complex needs of clients
* May be redeployed to work at various program sites
* A valid driver’s license and insurance
* Valid CPI, First Aid and CPR certification
* Clear vulnerable sector screening check
* Proof of 2nd Dose of Covid Vaccination

**Standard ConnectWell Employee Responsibilities**

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

**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