



## JOB DESCRIPTION

<b>Position Title:</b>	Respite Worker
<b>Program/Location:</b>	Respite Services/Respite Homes in the Lanark County
<b>Reports to:</b>	Team Lead, Respite Day Programs

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**Role Summary:** The Respite Worker position is responsible for providing respite supports and programming for individuals with complex medical, physical and developmental needs as part of a team of support professionals. This position is a flexible position that provides support across several day programs and residential respite locations throughout Lanark County. All employees at ConnectWell are expected to embody the organization's values and perform the duties per the competencies required for this position.

### **POSITION REQUIREMENTS**

#### **1. Education**

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

#### **2. Professional Experience**

- Substantial and proven experience working with individuals with complex medical, physical and developmental needs
- Experience with adult day programs and residential respite is an asset

#### **3. Key Competencies**

- Attention to detail and organizational skills
- Solution-oriented and sound decision making
- Continuous quality and process improvement
- Effective communication and conflict resolution
- Team collaboration and adaptability
- Integrity and Trust
- Knowledge of programs and services that improve the quality of life for individuals with physical and/or intellectual disabilities

#### **4. 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
- Ability to work a flexible schedule, based on program needs as required. May include evenings, weekends, overnights and STAT holidays
- Ability to work between multiple programs locations
- A valid driver's license and insurance
- May be required to provide transportation to clients
- 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 QAM standards
4. Must remain current with CPI, First Aid and CPR certifications
5. Maintain effective & open communication with families and identified support team
6. Participates in regular team meetings to communicate program updates and discuss strategies for improvement
7. Collaborate with others to share best practices and contribute to continuous improvement initiatives
8. 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.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date