

# JOB PROFILE

**Position Title:** Residential Direct Service Worker

**Agency:**

**Location:**

**Date:**

**Incumbent:**

**Approved by:**

**Reviewed by:**

## OVERALL RESPONSIBILITY:

The Residential Direct Service Worker supports individuals who have developmental disabilities, ensuring that their quality of life is maximized. Positions assist individuals to participate in educational, vocational, work, recreational and leisure activities. Providing nutritious meals, administering medications, and monitoring and reporting on basic health and medical care are also responsibilities of these positions.

## SPECIFIC RESPONSIBILITIES:

- Resident Care:** Support resident's physical, emotional and mental health providing medical, optical, dental etc. as necessary. Monitor and follow-up on basic health and medical care, and administer medications accurately. Ensure that there is adequate supervision in identified risk areas. Recognize and respond to concerns of abuse or neglect.
- Meals:** Provide nutritious meals and snacks in accordance with Canada's Food Guide and adapt to individual likes, preferences, choices and medical requirements.
- Person Centered Planning:** Support individuals with their person centered planning process including providing support in pre-planning and follow-through on the plan.
- Encourage Involvement with Activities:** Encourage and assist each individual to participate in the daily activities and responsibilities of their personal lives and their home including personal hygiene, meal/nutrition preparation, grocery shopping, laundry, housekeeping and care of the yard.
- Safety:** Ensure that the property and equipment are maintained and utilized safely. Ensure that safety guidelines are followed in relation to working alone, storage of medications, handling food, hazardous materials, and the storage and disposal of refuse.
- Communication:** Maintain positive and effective communications with individuals and families, supervisors, agencies, co-workers, and the community-at-large.
- Prepare Documentation:** Complete necessary records and documentation in accordance with agency policy and procedures, Residential Care Licensing, and Manitoba Family Services and Housing requirements.
- Community Involvement:** Play an active role in providing opportunities for relationships with families, neighbors and the community by creating opportunities, building individual's skills on how to maintain relationships, and teaching and assisting people to develop positive social interactions.
- Personal Financial Management:** Assist individuals with the day-to-day management of their personal funds, and assist in managing household funds, including recording purchases and providing receipts.
- Professional Development:** Participate in professional development including training, participating in meetings, orienting new staff, ensuring positive relationships with families, friends, professionals, business, community, advocates, and the public at large.

## REPORTING RELATIONSHIPS:

Reports to: Residential Frontline Supervisor

Direct Reports:

## DIMENSIONS OF AGENCY:

Agency's Operating Budget:

Agency Employees:

## CORE COMPETENCIES:

- Building Relationships Level 2
- Developing Others Level 3
- Integrity Level 3
- Listening, Understanding, Responding Level 4
- Advocacy Level 2
- Quality of Service Level 4

## JOB SPECIFIC COMPETENCIES:

- Professional Excellence Level 4
- Information Gathering & Analysis Level 2
- Self Control Level 3
- Teamwork Level 4