

TITLE: Support Worker

LOCATION: Milford Residence, Campbell River

REPORTS TO: Group Living Manager

POSITION SUMMARY

This permanent full-time 32.25hr/wk position supports the persons served in leading fulfilling lives within group living settings, in alignment with the philosophy and values of Communitas. It ensures that each person's physical, emotional, social, spiritual, educational, and medical needs are met throughout all stages of life — including end-of-life care. This role focuses on fostering dignity, choice, and personal growth, helping each person served reach their fullest potential while honoring their unique journey. **Shifts are:**

- **Week 1:** Sun 7am-3pm, Mon 8am-4pm, Tues 3pm-10pm, Wed 4pm-11pm, Thurs 11pm-7am
- **Week 2:** Tues 8am-4pm, Wed 3pm-10pm, Thurs 4pm-11pm, Fri 11pm-7am
- **Week 3:** Tues 7am-3pm, Wed 8am-4pm, Thurs 3pm-10pm, Fri 4pm-11pm, Sat 11pm-7am
- **Week 4:** Wed 7am-3pm, Thurs 8am-4pm, Fri 3pm-10pm, Sat 4pm-11pm
- **Week 5:** Sun 11pm-7am, Thurs 7am-3pm, Fri 8am-4pm, Sat 3pm-10pm
- **Week 6:** Sun 4pm-11pm, Mon 11pm-7am, Fri 7am-3pm, Sat 8am-4pm
- **Week 7:** Sun 3pm-10pm, Mon 4pm-11pm, Tues 11pm-7am, Sat 7am-3pm
- **Week 8:** Sun 8am-4pm, Mon 3pm-10pm, Tues 4pm-11pm, Wed 11pm-7am

SPECIFIC DUTIES

- Participates in assessment, goal setting and program planning for persons served living in a group living setting
- Documents, implements and provides input into the evaluation of the program
- Provides life skills training and assistance such as meal preparation, housekeeping, personal care and personal finance, and implements personal service plans
- Assists persons served with activities such as eating, hygiene, grooming and toileting, lifts and transfers
- Administers medication to persons served in accordance with established policy
- Follows all protocols as required (e.g. medical, nutritional, crisis intervention, emergency procedures, etc.)
- Recognizes and deals with emergency situations following all protocols as required
- Participates in various persons served-focused activities in accordance with care plans, facilitating persons served' goals and dreams
- Assists with case management by identifying potential problems and reporting any difficulties
- Advocates on behalf of persons served to health care professionals
- Supports the persons served' desires for spiritual growth and development
- Communicates effectively with other support staff to ensure continuity in activities and routines
- Identifies social, economic, recreational and educational services in the community that will meet persons served' needs
- Transports and assists persons served in accessing community events and activities that are of interest to them and connects them to the community
- Consciously thinks about and promotes better ways of supporting the persons served in the home
- Helps develop unpaid relationships with each person served
- Works with the group living manager in networking with persons served' family
- Ensures the upkeep of persons served' home and yard, including housekeeping and light maintenance
- Participates in training/orientation of new staff
- Ensures that communication books, daily journals and other documentation such as charts and incident reports are completed in accordance with established policy. Ensures that confidentiality of persons served' file information is maintained
- Participates in all program staff meetings
- Attends work related in-services as required by Communitas
- Other duties as assigned (e.g. administrative duties, extra cleaning, etc.)

REQUIREMENTS

- Community Support Worker certificate or approved equivalent
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Familiar with and able to implement 'Spirit of Gentleness' principles
- Ability to take initiative with creativity
- Excellent teamwork skills, ability to maintain honest, direct and respectful relationships
- Ability to receive direction as well as being able to work independently without supervision
- Willingness and ability to provide coverage for a variety of shifts including days, evenings, overnights (awake) and weekends
- Excellent written and verbal communication skills
- Possession of a valid Class 4 BC drivers license (restricted)
- Possession of a valid Emergency First Aid Certificate with CPR (must maintain valid certification)

WAGE RANGE: Day/Evening Shift: \$25.59 - \$27.95 per hour
Sleep Night Shift: \$20.86 - \$22.92 per hour

APPLICATION CLOSING DATE: May 5, 2026

POSITION START DATE: ASAP

RESPOND IN WRITING TO: Layne Mansell, HR Manager - Recruiting
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