

**Communitas - Staff Position Description**  
**SUPPORT STAFF**

**TITLE:** Residential Support Worker 3

**REPORTS TO:** Group Home Manager

**POSITION SUMMARY**

This position assists residents to live successfully in residential group home settings, implementing the philosophy and values of Communitas. Ensure that residents' physical, emotional, social, educational, and medical needs are being met, with a view towards helping each of the residents grow to their full potential.

**SPECIFIC DUTIES**

- Participate in assessment, goal setting and program planning for individuals living in a residence
- Document, implement and provide input into the evaluation of the program
- Provide life skills training and assistance such as meal preparation, housekeeping, personal care and personal finance and implement personal service plans
- Assist residents with activities such as eating, hygiene, grooming and toileting, lifts and transfers
- Administer medication to residents in accordance with established policy
- Follow all protocols as required (e.g. medical, nutritional, crisis intervention, emergency procedures, etc.)
- Recognize and deal with emergency situations following all protocols as required
- Participate in various resident-focused activities in accordance with care plans, facilitating residents' goals and dreams
- Assist with case management by identifying potential problems and reporting any difficulties
- Advocates on behalf of residents to health care professionals
- Support the residents' desires for spiritual growth and development
- Communicate effectively with other support staff to ensure continuity in activities and routines
- Identify social, economic, recreational and educational services in the community that will meet residents' needs
- Transport and assist residents in accessing community events and activities that are of interest to them and connects them to the community
- Consciously think about and promote better ways of supporting the residents in the home
- Help develop unpaid relationships with each resident
- Work with the manager in networking with resident's family
- Ensure the upkeep of resident's home and yard, including housekeeping and light maintenance
- Participate in orientation of new staff
- Ensure 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 client file information is maintained
- Participate in all program staff meetings
- Attend 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
- 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)
- Proof of full COVID-19 vaccination