



Administration Office
120 Canby Street, P.O. Box 190
Port Robinson, ON L0S 1K0
905-384-1172 FAX: 905-384-2691

JOB POSTING

Part Time Support Worker

JOB SUMMARY:

The support worker provides assistance to individuals with developmental disabilities so that these individuals can maintain a quality of life based on their needs. This includes helping the individual to achieve their goals and promote rights and responsibilities.

RESPONSIBILITIES:

Supports to Individuals

- Follows individual support plan for each individual, and supports individuals in achievement of goals, life and social skills
- Provides emotional support to individuals as needed
- Assists individuals with personal hygiene
- Acts as liaison with family members and other professionals when required
- Attends medical appointments with individuals
- Conducts meal planning and preparation, including menu planning and grocery shopping
- Plans for, transports individuals, and participates in community outings
- Handles unplanned or emergency situations and notifies Supervisor as required
- Completes household cleaning, laundry and minor home maintenance, escalating issues of concern to Supervisor when required
- Ensures the health, safety and well-being of all individuals is closely monitored at all times
- Drives Agency vehicles to accompany individuals on outings and appointments and to conduct Agency business

Medication

- Administers medications and ensures proper storage of medication to ensure safety
- Orders and reorders medication when required
- Receives delivery of medications from pharmacy and checks for accuracy
- Records data on all relevant and appropriate tracking systems – Medication Administration Records (MARs), PRN, etc.

Administration – AIMS & Miscellaneous

- Writes reports pertaining to individuals and enters daily service activities in AIMS, ensuring all documentation is accurate, clear and factual
- Regularly reviews service activities and reports
- Updates tasks associated with individuals' goals
- Orders program supplies using Agency purchase order and invoicing procedures
- Completes program filing

Finances of Individuals Supported

- Responsible for handling individuals' finances, including helping them make purchases, obtaining receipts, documenting purchases and balancing cash each transaction
- Reports any discrepancies with respect to individuals' funds to supervisor immediately
- Ensures that cash vouchers are completed when handling funds on behalf of individuals

Health & Safety

- Follows Agency policies, rules and regulations regarding housekeeping, security and equipment
- Reports any issues, hazards, unsafe working conditions to Supervisor
- Reports workplace accidents/incidents and completes required forms
- Completes and documents monthly fire drill/emergency and fire equipment checks, emergency food supply checks, water temperature checks, and first aid box inspection
- Ensures that daily vehicle circle checks are completed including safety equipment being present in Agency vehicles

Education & Experience

- Completed two-year college diploma in social sciences field of study or equivalent combination of relevant work experience in the developmental services sector and certification and training (e.g. Personal Support Worker, behavioural management training, etc.)
- Three months' related work experience in social services sector

Operational Requirements

- Current First Aid/CPR certificate
- Safety-Care Training Certificate
- Medication Training
- Ontario Class G driver's licence

Competencies

- Good verbal and written communication skills, and good interpersonal skills
- Good problem-solving and decision-making skills
- Accountable and trustworthy
- Capable of maintaining confidentiality

Hours of Work:

- Must be available to work days, afternoons and weekend shifts, including overnight shifts, in accordance with operational needs
- Hours of work are variable in a 24/7 work environment

Hourly Wage: \$21.65 +

Send resume and cover letter to: hrservices@ntec-nss.com

Please include "Part Time Support Worker" and your name in the subject line of the email.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Niagara Support Services is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources at (905) 384-1172 ext. 2260. All requests will be addressed confidentially.