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4.2.5 Community Disability Practitioner

Community Disability Support Practitioner: Position

Description

Independent Advocacy Inc.

The ideal candidate will possess some, or a combination of, the following requirements:

**Responsible to: Individuals receiving service and Persons with Developmental Disabilities
Edmonton Board, Team Leader, Director, Assistant Director and Human Resources**

MUST POSSESS:

- **Successful reference including one HR/Management from related field where applicable**
- **Emergency First Aid/ CPR (must be current)**
- **Clear Security Clearance (not older than 3 months & must include working with vulnerable persons check)**

Provided on site

- **Abuse Protocol Workshop**
- **Skill Medication Delivery Course**
- **CPI Training**

Education and experience:

2 years experience and/or education related to the field within North America. A combination of both field and educational experience will be considered. Education would include: Mental Health Aide, Health Care Aide, Nursing Assistant, Social Work Program, Human Services Program at a recognized Canadian Institution. Formal equivalency through Alberta Education may be recognized. Field experience must be specific to working with people with disabilities.

Skills and Knowledge:

- **effective communication skills**
- **clear written and verbal skills**
- **computer skills for email, Microsoft Word and Excel documents and research on the internet**
- **ability to work independently and within a team**
- **knowledge of resources available to individuals within the community**
- **strong interpersonal skills and demonstrate ability to work with people, as well as show**

initiative and be an active member of the individual's support network.

- willingness to learn
- kind, patient, able to work with others
- being able to create supportive environment
- unbiased approach
- ability to recognize own limitations and resources for own well being
- good listening skills and ability to interpret body language/cues
- professional
- able to adhere to code of ethics and mission statement

Duties and Working Conditions:

- Work independently and within a team with individuals who require support on a 24 hour basis. Level of needs of the individuals will differ from person to person, thus the staff member must be adaptable to their specific needs.
- Build a supportive, professional relationship with the individual and their support network/significant others
- Assist individuals to create and maintain a network of supports, with an emphasis on natural supports that they can access.
- Maximize the individual's level of independence
- Be aware of the individual's history, culture and family dynamics in an unbiased fashion
- Ensure the utmost confidentiality at all times
- Be aware and implement various forms of communication with the individual
- Increase awareness for available services and resources to the individual, assist in accessing them.
- Assist with the individual's concerns and needs not identified in the individual's plan as they arise
- Monitor competence in self and assisting the individual's
- Be familiar with the policies and procedures manual on a continual basis
- Be familiar with the individuals Lifestyle Plan, planned positive approaches, restrictive procedure documents and how to implement.
- Be responsible for the quality of service offered to the individuals under your care
- Connecting with the community via increasing access, awareness and resources
- Increasing inclusion in the community
- Role model and teach life skills
- Be aware of health practices and increase your awareness about issues that may be detrimental to the individual's well being
- Critical thinking and decision making skills
- Increasing knowledge pertaining to the individuals legal rights and responsibilities; teach this to the individuals where possible
- Maintain a safe environment
- Ensure the individual has an informed choice within all areas of life

- **House keeping duties include assisting individual(s): cleaning all rooms, dusting, decorating, organizing, washing dishes, floors, laundry, watering plants, feeding household pets, shoveling walk ways and lawn mowing when required etc.**
- **Ensure DATS passes/tickets/phone cards are purchased and plan travel in advance via DATS or Edmonton Transit**
- **Maintenance of wheelchairs/walkers (cleaned and repaired daily)**
- **Meal Planning and preparation/research nutritional options for our individuals.**
- **Perform a high level of personal care for the individual(s) with dignity, respect and privacy at all times.**
- **Use safety and approved transfer techniques i.e Mechanical Lifts, 2 person transfers where required as per policy**
- **Respond to individual's well being, recognize the needs of the individual on an emotional, spiritual, social, physical and mental level.**
- **Take responsibility, report any signs of abuse as per Abuse Protocol and follow up**
- **Assist in finding coverage for any shift you have agreed to and are unable to complete - including contacting the 24hr on-call number in cases of emergency.**
- **Attend Mandatory refresher orientation for your regular position in April and October as scheduled yearly.**

Administrative Responsibilities:

- **Ensuring your time is entered on time clock by the end of the day**
- **Participating and encouraging individual's goal planning on a day to day basis and on an annual review basis**
- **Notifying Human Resources/Team Leader of upcoming holidays and leaves according to IA policy**
- **Attending Performance and update meetings, appraisals (initial and annual) with Team Leader. Document personal goals and objectives to discuss at the appraisals**
- **Maintain detailed written records as per agency standards: Notes: Log Notes, contact notes, incident reports.**
- **Complete daily charting records i.e. Seizures, bowel movements, menstruation, behavior trackers.**
- **Participate in the Creating Excellence Together (C.E.T) process as needed (Accreditation conducted every three years)**
- **All other duties pertaining to the role, in consultation with your Team Leader.**

Health and Safety:

- **Obligation to report any new concerning behaviors, suspected or reported abuse immediately to your TL/On-call**
- **To read, understand, and comply with this company's safety policy, safe work practice, Procedures.**

- **To carry out their work in a manner that will not create a hazard to their own Health and Safety or the Health and Safety of other employees.**
- **To take every reasonable precaution to protect the safety of other workers as well as themselves.**
- **To report all accidents and injuries to their supervisor as soon as possible.**
- **To complete any forms that need to be filed immediately. E.g. WCB forms.**
- **To report any anticipated loss of work time to their supervisor as soon as possible after being treated by a physician following injury.**
- **To administer first aid as required**

Hours of Work and Location:

- Hours and location vary depending on position (within City of Edmonton)
- No more than 12hr/day, 6 consecutive days and/or 264 awake hours/month
- Occasionally located at IA Inc main office for meetings and training

- **working in individual's homes and various venues within the community**
- **required to be in the office from 9am-10am and then from 3pm-5pm.**

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