

 **Independent Advocacy Inc.**

Independent Advocacy Inc. > Policy Manual > 4.2.6 Community Disability Support Worker

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Community Disability Support Worker: 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, Assistant Director, Human Resources and Director.

MUST POSSESS:

- Successful reference including one HR/Management from related field where applicable
- Emergency First Aid and 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
- Crisis Intervention Prevention

Education and experience:

- College certificate or diploma in relevant human services field, rehabilitation, or significant experience in the health care sector.
- A willingness to acquire further training is essential.

Skills and Knowledge:

- A successful CSW will possess kindness, patience, and the willingness to learn. They will have strong interpersonal skills and demonstrate ability to work with people, as well as show initiative and be an active member of the client(s) support network.
- effective communication skills
- clear written and verbal skills
- minimal computer skills for email, word documents and research on the internet
- They will have strong interpersonal skills and demonstrate ability to work with people, as well as show initiative and be an active member of the client(s) support network.

Duties and Working Conditions:

- Prepare accurate and complete verbal presentation about the specific individuals you serve and any updates for the mandatory house meetings.
- Research, plan, and suggest activities for the individual(s) based on the individuals interests.
- Planning of special events: Birthdays, Thanksgiving, Halloween, Christmas, Easter, etc. Using decorations from the dollar store, preparing a special meal with family or friends of the individual's, planning a unique day excursion.
- Clear communication with the Team Leader regarding all aspects of client care.
- Ongoing contributions to the individual(s) lifestyle plans.
- 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.
- Shopping for individual(s) personal items.
- 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 ie. Mechanical lifts, 2 person transfers where required as per individual policy.
- Assist individual's access to the community ie. Transportation, and integration as much as possible physically and socially.
- 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 safety and health or the safety and health 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.

General Duties

- Encourage and promote achievement of individual goals and documents.
- Ensure DATs passes/tickets/phone cards are purchased, and plan travel schedule in advance.
- Maintenance of wheel chairs/walkers (cleaned and repaired daily).
- Complete time sheets daily as per scheduled shifts
- Complete daily charting records ie. Seizures, bowel movements, menstruation, etc.

- **Independently plan daily activities, reserve DATs if required including address, costs, time.**
- **Assist finding relief coverage for any shift you have agreed to and are unable to complete-including contacting 24hr on call pager in cases of emergency.**
- **Mandatory attendance of refresher orientation for regular rotation staff (in April and October)**
- **Advise your Team Leader for repairs ie. Landlord, phone or cable, Atco, Epcor, etc.**
- **Responsible for clear and regular contact with other staff via email/daily planner calendar**
- **Maintain detailed written records as per agency standards: Notes: log, contact, incidents.**
- **Familiarity with Independent Advocacy Inc. policies and procedures at all times.**
- **Adhere to agency Code of Ethics and Oath of Confidentiality.**
- **Maintain a calm and professional relationship with all individuals relating to the clients.**
- **All other duties pertaining to the role, in consultation with supervisor.**

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 264hrs/month**
- **Occasionally located at IA Inc main office for meetings and training**

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