


**Independent Advocacy Inc.**

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## 4.2.26 Supports for Independent Living (SIL) worker

### **Supports for Independent Living (SIL) Worker: Position Description**

**Responsible to: Individuals receiving service and Persons with Developmental Disabilities Edmonton Board, SIL Team Leader, Human Resources, and Director of Independent Advocacy.**

### **MUST POSSESS:**

- Successful reference including one HR/Management from related field where applicable
- Standard First Aid/Adult CPR (must be current)
- Clear Security Clearance (not older than 3 months & must include working with vulnerable persons check)
- Child Welfare Check (not older than 3 months & must be clear of stains)

### **Provided on site**

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

### **Education and experience:**

- One year experience related to working specifically with individuals with disabilities. In addition:
- Diploma or Degree from a recognized institution within North America. Education would include: Rehabilitation Practitioner, Social work and Human Services, Psychology Diploma/degree. Formal equivalency through Alberta Education may be recognized.
- Suicide Intervention Training is considered an asset

### **Skills and Knowledge:**

- effective communication skills
- clear written and verbal skills
- effective problem solving skills
- minimal computer skills for email, word documents and research on the internet
- ability to work independently
- 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:**

*SIL workers are primarily responsible for direct service to outreach individuals served by Independent Advocacy Inc. SIL workers respond to a range of individuals' issues and needs.*

#### **SIL staff will:**

- **Work independently with individuals who require support on a one-on-one outreach basis. Level of needs will differ from person to person**
- **Build a supportive, professional relationship with the individual and their support network/significant others**
- **Assist the individual to create and maintain a network of supports that they can access**
- **Maximize 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**
- **Meet the individual in the community or at their home if needed**
- **Increase awareness for available services and resources to the individual, assist in accessing them/teach how to access them**
- **Assist with individual's concerns and needs not identified in the individual's plan as they arise**
- **Monitor competence in self and in assisting the individual**
- **Be familiar with policies and procedures manual on continual basis**
- **Be responsible for the quality of service offered to your individual**

#### **SIL staff will assist and encourage (as directed by the individual) in the following areas:**

- **Connecting with the community via increasing access, awareness and resources**
- **Increasing inclusion with community**
- **Life skills**
- **Health practices and increasing awareness about issues detrimental to the individual's well being**
- **Critical thinking and decision making skills**
- **Increasing knowledge pertaining to legal rights and responsibilities**
- **Personal care skills**
- **Nutritional guidance, meal planning, grocery shopping and transportation**
- **Banking and budgeting**

- **Maintaining safe environments**
- **Informed choices within all areas of daily life**
- **Use of adaptive equipment and communication devices if applicable**
- **Personal care when necessary**
- **Advocacy:**
  - **respond to individual's well being, recognize the needs of the individual on an emotional, spiritual, social, physical and mental levels**
  - **encourage awareness and proper responses to abusive and dangerous situations**
  - **take responsibility, report any signs of abuse as per Abuse Protocol and follow up**
  - **be a liaison for the individual and their connections to IA and PDD**
  - **support the individual in their self-awareness and goals**
  - **assist in connecting with others in areas of friendships and community groups**
  - **support and continually access knowledge/resources pertaining to individual's advocacy**

**SIL staff are responsible for following administrative responsibilities:**

- **participating and encouraging individual's goal planning on a day to day basis and on an annual review basis**
- **notifying Human Resources/SIL team leader of upcoming holidays and leaves according to IA policy**
- **attending performance and update meetings, appraisals (initial and annual) with SIL Team leader. Document personal goals and objectives to discuss at the appraisals.**
- **discussing any possible service gaps or ideas with SIL Team leader as soon as possible**
- **conduct "staff shadows" for new SIL staff, under the direction of the SIL team leader**
- **monitoring and documenting financial records as per individual's wishes**
- **completing on-line contact notes/other documentation and submitting them to the SIL team leader according to the deadlines set up with supervisor**
- **All other duties pertaining to the role, in consultation with supervisor.**
- **Assist with administrative process/review in preparation for CET accreditation**

**Health and Safety:**

- **To read, understand, and comply with IA's safety policy, safe work practice and 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 ex. 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:**

- 40hrs/week
- Transportation to individual visits during work time through ETS (bus pass provided)
- locations vary across Edmonton and surrounding areas
- working in individual's homes and various venues within the community
- starting and finishing your day at the office to complete administrative duties/documentation and discuss day's activities with other SIL staff
- rotation in weekend SIL on-call hours (availability on as need basis in 24 hour homes)

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