



"Freely you have received, freely give." – MATTHEW 10:8b

Position Title: Direct Service Worker, Day Program

"...to promote the interest of the mentally and/or physically disabled, through care in the widest sense..."

Position Summary:

Reporting to the Program Director the Direct Service Worker provides supports to individuals with disabilities in pursuing their self care, productivity and leisure goals. Supports may be provided in either group or one-on-one settings, both on and off site of the program.

Education and Experience:

Post Secondary education, Degree in Social Sciences and/or Disability and Community Support Program Diploma is preferred. Experience supporting individuals living with a developmental disability is an asset.

Responsibilities:

Clinical:

- Assist clients, as needed, in the performance of self care, productivity and leisure activities, and access required resources to implement effective programming.
- Assist in developing scripts, and programming in consultation with the program director after receiving input from the rest of the team.
- Review all professional assessments and implement recommendations as required under the guidance of the program manager
- Review clinical log notes and any other data collection and address any issues emerging from the notes as required.
- Advocate on behalf of the clients on an individual basis
- Demonstrate commitment to the clients rehabilitation goals and on-going progress

Administrative:

- Utilize the Cornerstone Christian Care Society policy and procedure manual
- Complete time sheets, expense forms, and any other administrative procedures as required
- Review and initial all entries in the communication book prior to every shift worked and ensure that all instructions are understood and implemented.
- Demonstrate the ability to communicate professionally, both verbal and written

Team Building:

- Attend staff meetings and supervisions, prepare required paperwork and facilitate effective communication among the team
- Work within the team to communicate effectively with family members and professionals
- Be respectful of others and provide support to fellow co-workers

Maintenance/Operational

- Complete any designated housekeeping task on a daily basis
- Demonstrate a pro-active approach in house maintenance, practice energy conservation, utilize cost effective resources, complete repair forms as needed
- Demonstrate co-operative approach to ensure the client's environment is treated with respect
- Report any health and safety concerns immediately to the director –including in house issues as well as vehicle maintenance
- Any other duties as assigned