

JOB DESCRIPTIONS

DIRECT CARE WORKER - RESIDENTIAL

RESPONSIBLE TO: Direct Care Supervisor – Residential

QUALIFICATIONS:

- CYW, or Degree or diploma in Psychological/Social Sciences or Human Services
- eligible for membership in the Ontario Association of Child and Youth Counsellors
- related experience working with children
- Standard First Aid
- Basic Cardio Pulmonary Resuscitation (CPR)
- Crisis Prevention Intervention (CPI) Training
- valid Driver's Licence and good driving record

JOB SUMMARY:

- develop relationships with youth to promote change and growth within the Direct Care Program

DUTIES:

With Client:

- establish a consistent structure and reasonable expectations
- create and maintain a safe and secure environment within residential care program
- implement treatment plan and report progress
- intervene using skills such as CPI, Crisis Management and treatment strategies
- teach skills such as anger management, adaptive coping skills, conflict resolution, problem-solving and life skills
- implement counselling skills such as encouraging, nurturing, expression and validation of feelings, challenging, confronting, group work, care giving, directing and behavioural modelling
- participate in recreation, craft and social activities which may involve transporting staff and clients
- advocate for youth when necessary
- perform household duties, such as grocery shopping, laundry, minor repairs, decorating, etc with and for clients, as required

Staff Development - With Supervisor, participate in:

- a personal, professional development plan
- the performance appraisal process
- the established communication system to keep agency members informed of all developments and occurrences
- scheduled team meetings re: program planning and problem solving

Administration - With Supervisor, participate in:

- planning of activities and menus within the specific program budget
- recording of daily log, night log, serious occurrence, petty cash, communication and fire safety reports as per legislation and Chimo policy
- administer and record client medications as per legislation and policy

Health & Safety

Employees of **Chimo Youth & Family Services Inc** are responsible to:

- Working in compliance with the Ontario Occupational Health and Safety Act (R.S.O. 1990 c.0.1) and associated regulations.

- Use and wear the protective equipment devices or clothing that is required to be worn.
- Report to the employer or supervisor the absence or defect in any equipment or protective device of which the worker is aware and which may endanger himself/herself or any other worker.
- Report to the supervisor any contravention of the Ontario Occupational Health and Safety Act (R.S.O. 1990 c.0.1) and associated regulations or the existence of any hazard of which he/she is aware.
- Actively participating in the identification of workplace hazards with the aim of continuously improving the work environment.
- Ensuring their familiarity with the health and safety program.

In addition, no worker shall:

- Remove or make ineffective any protective device required by the regulations or by the employer, without providing an adequate temporary protective device and when the need for removing the protective device has ceased, the protective device shall be replaced immediately.
- Use or operate any equipment machine device or thing or work in a manner that may endanger himself/herself or any other worker.
- Engage in any prank, contest, feat of strength etc. unnecessary running or rough and boisterous conduct

ORGANIZATIONAL RESPONSIBILITIES:

- engage fully in the supervisory process
- engage constructively in the appropriate team process as a colleague
- interact appropriately with the systems of the organization
- draw on consultation to perform job responsibilities
- perform other reasonable job related duties as required
- be a responsible member of the organization in the community

Revised by Committee: June 27, 2005