

## **RELIEF WORKER – SPECIAL NEEDS QUALIFICATIONS AND JOB DESCRIPTION**

### **POSITION SUMMARY:**

Relief Worker is responsible for the specialized care and day-to-day health and well-being of the special needs clients in the residential program.

### **HOURS:**

The Relief Worker works on an on-call basis and will work shifts as assigned by the Program Supervisor to cover on-going vacant shifts or emergency leaves.

### **QUALIFICATIONS:**

- Education: Relief Worker I must have a minimum high school diploma and 2 years related experience and personal suitability. Relief Worker II must have a minimum B.A. in a related field and/or a combination of a related diploma and 2 years' experience in the field.
- Basic knowledge of non-verbal Autism Spectrum Disorder and other related mental disorders.
- Hold a valid B.C. Driver's License.
- An acceptable Criminal Record Search report.
- A current First Aid and CPR certificate.
- A current non-violent crisis intervention certificate.

### **SKILLS:**

- Must demonstrate clear, direct and sensitive verbal and written communication skills.
- Must demonstrate the ability to manage and assist team members during an escalation of aggressive behaviour and other crisis incidents.
- Must demonstrate knowledge of different child and adolescent development, the formation of behavioural support plans and government regulations applicable to the program.
- Must be able to work collaboratively with community resources and within a team setting.
- Must have a compassionate view of the challenges faced by special needs clients.
- Must be a team player and be able and willing to take direction from and work collaboratively with various teams.

### **RESPONSIBILITIES:**

In the care of the client a Special Needs Relief Worker will:

1. As part of a team, be responsible for the day-to-day care of the client and programming continuation.
2. Collaborate with team members with regards to the client's behavioural programming and health and safety plans.

3. Be aware of each client's strengths, weaknesses, care plans, and the best individual approaches for behaviour management.
4. Be a positive role model for all clients and engage with them.
5. Maintain the residence including:
  - General housekeeping and cleaning.
  - Upkeep of property (i.e. general tidiness, garbage disposal, etc.).
  - Minor household repairs.
  - Ensure the house is up to Safety and Health Standards.
  - When appropriate, assist clients with achieving success with completing chores satisfactorily.
6. Be able to understand and follow client NVPP's and BSP's.
7. Provide and prepare nutritious meals, with close attention to individual needs, dietary restrictions/allergies, etc.
8. Support appropriate medical, dental and hygiene needs of all clients.
9. Facilitate recreational and/or educational activities.
10. Assist client to achieve success around house routines.
11. Provide hands-on assistance to clients with hygiene and other personal care issues.
12. Assist/teach life skills as required.
13. Encourage acceptable social standards.
14. Set and maintain appropriate boundaries with all.
15. Complete daily logs on duties performed and data-tracking forms for issues such as toileting and aggressive behaviours.
16. Attend and participate in team meetings and follow through with decisions made.
17. Give input into house rules and policies.
18. Promote a healthy and caring home environment.
19. Build positive relationships with clients.
20. Drive clients to scheduled appointments, activities and school.
21. Liaise with outside professionals and families.
22. Attend all training provided by Hollyburn Family Services.
23. Be responsible for daily petty cash while on shift.
24. Refrain from using personal electronic devices, e.g. cell phones or attending to personal duties while on shift.

#### **REPORTING/SUPERVISION EXPECTATIONS:**

1. Report directly to the Program Supervisor or Senior Worker in Supervisor's absence.
2. Attend program and staff meetings.
3. Attend supervision meetings as requested with Program Supervisor.
4. All reports, updates, incident reports and WorkSafeBC forms are to be completed and submitted to the Program Supervisor for review within deadlines.