

## **BEHAVIOUR SUPPORT WORKER QUALIFICATIONS AND JOB DESCRIPTION**

### **POSITION SUMMARY:**

The Behaviour Support Worker is responsible for the day-to-day health and well-being of the residents in the residential program.

### **QUALIFICATIONS:**

- Education: Behaviour Support Worker I must have a minimum high school diploma and related experience and personal suitability. Behaviour Support 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. Experience or training in ABA therapy preferable.
- Must complete an acceptable Criminal Record Search report.
- Must hold a current First Aid and CPR certificate.
- Must be certified in Non-Violent Crisis Intervention.

### **SKILLS:**

- Must demonstrate clear, direct and sensitive verbal and written communication skills.
- Must demonstrate experience dealing with challenging youth, strategy development, mediation, counseling, advocacy, community networking, and life skills management.
- Must demonstrate knowledge of different child and youth care approaches, the development of youth service plans, and legislation and government regulations applicable to the program.
- Must be able to work collaboratively with community resources and within a team setting.

### **JOB DESCRIPTION:**

As a Behaviour Support Worker you are part of a team. Your responsibilities include:

1. Ensuring the following is completed for each primary youth assigned to you:
  - Intake form is completed
  - Clothing inventory is completed
  - Progress reports are written and presented monthly
  - Discharge reports are written and distributed upon discharge of youth
  - Open and informative communication with family and professionals involved with the youth is maintained and all communication is authorized by program Supervisor.
  - Maintain youth's visual schedules, update pics and ensure team consistency in application.
  - Communicate with Program Manager to ensure that behaviour support plans are fully implemented and updated regularly,
2. Maintaining the following in the home:
  - Household maintenance
  - Upkeep of property (i.e. lawn, garbage disposal, etc.)

- Ensure the house is up to Safety and Health Standards
  - Provide and prepare nutritious meals, with close attention to individual needs, dietary restrictions /allergies etc.
3. Be aware of and follow medical, personal hygiene and dental needs of all youth.
  4. Attend school meetings and case conferences when required
  5. Facilitate recreational and/or educational activities.
  6. Assist youth to achieve success around house routines and hygiene.
  7. Assist/teach youth life skills as required.
  8. Observe youth behaviors in all areas and ensure that proper tracking is being followed by the team.
  9. Take youth clothes shopping, ensuring all needs are met within budget guidelines.
  10. Encourage acceptable social standards
  11. Communicate with community to educate and bring awareness of mental health.
  12. Set and follow appropriate programming and ensure consistency.
  13. Be aware of any and all daily administrative functions and carry out these requirements
  14. Attend and participate in team meetings and follow through with decisions made.
  15. Give input into program development.
  16. Give input into house rules and policies.
  17. Give input into assessments and youth's care plans.
  18. Promote a healthy and caring home environment.
  19. Build positive working relationships with all youth, family members and professionals involved in the care team.
  20. Be a positive role model for all youth.
  21. Be aware of each youth's strengths, weaknesses, care plans, and the best individual approaches for behaviour management.
  22. Engage in frequent interaction with the youth on a daily basis, using appropriate means of communication as required by that youth, such as sign language, pictorial system, augmentive communication systems.
  23. Provide youth with a safe environment where communication is encouraged.
  24. Attend all training provided by Hollyburn Family Services.
  25. Give input into general and specific care approaches and decisions.
  26. Be responsible for daily petty cash while on shift.

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

1. Report directly to the Program Supervisor.
2. Attend program and staff meetings.
3. Attend supervision meetings as requested by Program Supervisor.
4. All reports, updates, and incident reports are to be completed and submitted to the Program Supervisor for review within deadlines.