

SOUTH ESSEX COMMUNITY COUNCIL
POSITION DESCRIPTION
Job Posting #2019-03
Internal/External Posting

POSITION: Respite Worker

POSITION SUMMARY: Under the general direction of the Community and Settlement Services Department Coordinator and the Community Home Support Services Program Leader, the Respite Worker assumes the following responsibilities:

- Provide in-home respite care and activation to seniors and persons living with dementia in the South Essex Area (Leamington, Kingsville, Wheatley)
- Liaise with Case Managers and Caregivers to keep everyone apprised of changes to the client's service plan and adjust service interventions as necessary
- Spend the designated number of hours with the client, temporarily relieving the family caregiver of their caregiving responsibilities.
- To provide socialization and stimulation for the client, review their Client Service Plan, which is based on likes and dislikes, interests, abilities and needs. To the extent possible on each day of service, engage the client in activities from that plan which may include meaningful activities such as board games, crafts, cooking, exercise and other activities that the client enjoys and will keep them active and engaged
- Respite relief including personal support, light housekeeping, assistance with light meal preparation (though toileting, administering medications and medical care are not part of the role).
- Perform computer work including email, internet navigation, data entry, case noting, GPS navigation/maps, etc.
- Maintain client files and assist in collection of monthly statistics
- Work in conjunction with the Program Leader, and other members of the staff, to ensure a team delivery approach
- Attend appropriate staff training sessions
- Participate in staff meetings, committees and other functions that relate to the program as assigned by the Program Coordinator
- To perform other duties as assigned

QUALIFICATIONS:

A degree or diploma in one of the following fields: gerontology, social worker/social service worker (SSW, BSW, MSW), recreation/activation, psychology, family and social relations, nursing –RN or RPN, Personal Support Worker

- Education must focus specifically on gerontology and dementia, and include training in meeting the biopsychosocial needs of seniors

AND

Minimum three years of demonstrated experience working with seniors and persons living with dementia

ADDITIONAL SKILLS:

- Current CPR/First Aid Certification
- GPA/U-First/P.I.E.C.E.S. an asset
- Montessori Methods for Dementia an asset
- Safe Food Handling Certificate an asset
- Intermediate/Advanced level computer literacy skills including the Microsoft Office Suite

- Excellent command of the English Language, ability to speak French is an asset
- High degree of resourcefulness, flexibility and adaptability
- Able to effectively communicate both verbally and in writing
- Demonstrates a high degree of cultural competency and respects clients' diverse backgrounds
- A strong sense of compassion and patience
- Creative, enthusiastic approach to program development and special event design
- Knowledge of and experience working with persons who have dementia including Alzheimer's Disease or a related dementia and/or chronic health conditions or comorbidities
- Vulnerable Sector Police Record Check
- Access to a reliable vehicle, ability to travel within the South Essex region, submission of a driver's abstract
- Able to meet the basic physical demands of the job which includes sitting, standing, bending twisting, computer work, etc.

HOURS AND SALARY:

- 21 hours per week
- Flexible hours may be required depending on the needs of the program
- \$21.37 per hour, as per CUPE 4523 Collective Agreement

EXPECTATIONS:

- Provide courteous, supportive and professional service at all times to clients, employers, coworkers and community partners
- Be attentive to detail and able to meet deadlines
- Expected to provide coverage for other positions as required
- Work as part of a team and contribute to the smooth operations of the program
- Keep accurate and up-to-date program statistics and complete reports
- Able to work in a busy and changing environment; capable of multi-tasking and of dealing with constant interruptions
- Communicate effectively and in a timely manner with clients and other staff
- Sensitive to the diverse needs to clients from various backgrounds
- Work independently and co-operative in a multi-disciplinary situation

**INTERNAL/EXTERNAL POSTING
WITHOUT PREJUDICE**

Please submit resumes by 8:30am.

Tuesday, February 19, 2019:

Jennifer Moore

jmoore@secc.on.ca

Manager of Human Resources

PLEASE NOTE:

Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity.

- Should you require an accommodation at any part of the application or interview process, please advise the Manager of Human Resources