



nelson  
**CARES**  
society



Residential Services for Community Living

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[www.nelsoncares.ca](http://www.nelsoncares.ca)

April 26, 2017

Job Posting #: SCL 11-2017

## **Nelson CARES Society – Residential Services for Community Living**

### **EXTERNAL AND INTERNAL JOB POSTING**

**Position: COMMUNITY SUPPORT WORKER (CSW) - CASUAL**

**Location: Nelson, BC**

**Classification: Casual**

Nelson CARES Society is a not-for-profit organization that provides programs and initiatives in advocacy, housing, employment, support services, and environmental stewardship. Residential Services for Community Living is its program that provides at-home and community based services for adults with developmental disabilities and complex health care needs.

The CSW-Casual reports to and works under the overall supervision of the Services for Community Living (SCL) Program Manager, and in specific areas under the supervision of the Residence Supervisor, or with the direction of a permanent Community Support Worker on duty at the residence.

The CSW-Casual is responsible for ensuring the well-being, promoting the development and independence of all the residents participating in the program with health and safety as a priority.

A CSW-Casual has the ability to:

- Work in a positive and professional manner with residents, colleagues, and supervisory staff.
- Put the needs and desires of the resident(s) as a priority during work hours.
- Understand and follow the Residents' Bill of Rights.
- Uphold the Employee Bill of Rights.
- Understand and follow Nelson CARES Society's philosophy, vision, and mission.

#### **Required Qualifications:**

- High School Diploma or equivalent
- Diploma in Community Support Work, Special Needs, or an equivalent program
- Standard First Aid Certificate with CPR C
- Class 4 Driver's License where required
- A clean Driver's Abstract
- Physician's Statement of Mental and Physical Competence
- Criminal Record Check
- TB Skin Test

- Food Safe Certificate
- Ability to perform the duties of the position

**On Line Responsibilities:**

- Implements the activities, training strategies, and special initiatives provided in the residents' individual plans).
- Assists the residents in all aspects of their care including their physical, social, emotional, spiritual, educational, recreational, and vocational development while promoting their dignity and independence.
- Participates, with resident(s) whenever possible, in all aspects of household chores and maintenance including laundry, meal planning and preparation, general house cleaning, room management, grocery shopping, and emergency snow removal.
- Ensures resident(s) receive medication as per: Medication Administration policy and individual health care plan(s).
- Remains current regarding events and activities by speaking with resident(s), other staff, reading communication book, bulletin board, resident logs, and calendar.
- Documents in a timely manner all relevant events in communication book, resident logs, incident reports and any other required documentation.
- Ensures residents' safety and well-being by knowing and following all relevant policies and procedures, licensing requirements, and emergency evacuation procedures.
- Ensures that the residents' rights and needs remain the primary focus of efforts, activities, methods, and strategies implemented.
- Provides transportation for resident(s) as required in their daily life.
- Reviews and completes tasks as assigned on the daily task schedule.

**Administrative responsibilities:**

- Ensures residence scheduling requirements are met by:
  - Submitting availability form on time,
  - Meeting minimum availability criteria as per policy,
  - Following shift backfill requirements when accepting a longer/different shift, as per policy.
- Picks up and delivers documents to the administrative office as requested by supervisor or designate.
- Carries out any other reasonable position-related activity as directed by Program Manager/designate.
- Addresses concerns in a positive manner with the intent to resolve issues.
- Follows all relevant policies that guide professional conduct.

**Compensation:**

Wages are paid in accordance with the current Collective Agreement Wage Grid dated April 1, 2017. Starting wages are as follows:

- Community Support Worker (from 7 am to midnight) : Grid Level 10, Step 1 = **\$17.47** and / or,
- Asleep Residential Night Worker (from midnight to 7 am): Grid Level 5, Step 1 = **\$14.97**

**Application Deadline :**        **Ongoing**

**Please e-mail a cover letter, resume, and three references to [communityliving@nelsoncares.ca](mailto:communityliving@nelsoncares.ca)**

*Nelson CARES Society is an equal opportunity employer. All internal candidates will be contacted as to the status of their applications. All external applicants will only be contacted if short-listed for an interview.*