

DEER PARK VILLA INC.

ITUNA, SK

DIRECT SERVICE WORKER (DSW)

POSITION: **DIRECT SERVICE WORKER (DSW)**

HOURS OF WORK: SHIFTWORK TO INCLUDE DAYS, EVENINGS, NIGHTS & WEEKENDS

The Direct Service Worker is accountable to the Program/Activity Coordinator and Team Leader/House Manager for all aspects of their job description. Demonstrates accountability and responsibility in the carriage of their duties and maintains a team-worker relationship with co-workers. Will perform their duties as outlined in their Job Description, Employee Handbook and in accordance with the CUPE Collective Agreement. Observe and comply with Agency Policies and Procedures.

KEY RESPONSIBILITIES

- Maintain positive and effective communication
- Complete necessary documentation in accordance with agency Policy and Procedures, Residential Care Licensing and Department of Social Services and Saskatchewan Housing requirements.
- Ensure property and equipment is maintained in a clean and safe working order
- Ensure compliance with fire safety regulations and participate in monthly fire drills
- Ensure that hazardous materials and refuse are properly stored or disposed of
- Ensure safe storage of medications
- Ensure adequate supervision in identified risk areas
- Ensure that food is handled safely and stored properly
- Minimize risk and report and respond to unsafe conditions regarding working alone
- Attend to resident's physical, emotional and mental health providing medical, optical, dental, etc. as required.
- Administer medications accurately and responsibly
- Provide nutritious meals and snacks in accordance with Canada Food Guide and concern for individual diets (ie. Diabetic)
- Recognize and respond to concerns of neglect or abuse
- Follow procedures for infection control
- Support individuals with their Person Centered Planning process

- Encourage and assist each individual to participate in the daily activities and responsibilities of their personal lives and their “home”
- Play an active role in providing opportunities for relationships with families, neighbors, and the community
- Support access to transportation options
- Teach and assist people to develop positive social interactions
- Assist individuals with the management of their personal funds on a day-to-day basis
- Assist in managing the household funds, record purchases and provide receipts
- Provide assistance with grocery shopping for individuals and Agency
- Participate in staff meetings
- Participate in ongoing professional development
- Assist in the training and orientation of new staff by coaching
- Follow the Policies and Procedures of the Agency
- Ensure positive relationships with families, friends, professionals, business, community, advocates, and public at large
- MAINTAIN CONFIDENTIALITY
- MUST treat residents and co-workers with dignity and respect

SKILLS

Mandatory training will be provided in CPP & SP, First Aid, TLR, MANDT, PART, BST, WHMIS and Safe Food Handling.

Training will be provided in all Deer Park Villa Inc. facilities within a 3 month (90) day period.

Acts as a positive role model for residents.

Demonstrates flexibility, ability to multi-task, and unexpected interruptions.

EXPERIENCE AND QUALIFICATIONS

Must provide a valid Class 5 Driver’s License and Driver’s Abstract Record and must complete Volunteer Driver’s Form.

Obtain and provide satisfactory Criminal Record/Vulnerable Persons check and must provide a doctor’s certificate indicating fitness for work.

Related experience in a community based organization working with individuals with a physical or intellectual disability is an asset. Personal Support Worker Certification is an asset.

Please submit your resume with references to:

Selection Committee

Box 646

Ituna, SK

S0A 1N0

deerparksk@sasktel.net

306-795-3154