



Independent Living Housing Society Of Greater Victoria

813 Darwin Avenue, Victoria, BC, V8X 2X7
Phone: (250) 383-2524 Fax: (250) 383-9431
Email: ilhs@shaw.ca Website: www.ilhs.ca

JOB DESCRIPTION RESIDENTIAL CARE WORKER (RCW)

JOB SUMMARY

Under the direction of the Supervisor, the Residential Care Worker is responsible for supporting individuals with cognitive and/or physical challenges in a community-based independent living environment. Residential Care Workers are responsible for maintaining and promoting the wellbeing, uniqueness and independence of each client. This may include but is not limited to providing physical care, menu planning and meal preparation, medication administration, day-to-day house management and documentation.

The Residential Care Worker supports the clients by promoting their involvement with family, friends, advocates and other stakeholders. The Residential Care Worker also encourages the clients to develop individual skills, talents and abilities while maintaining their health and safety requirements.

JOB DUTIES AND RESPONSIBILITIES

1. Respects and protects the rights of ILHS clients, including but not limited to their right to independence, autonomy, and self-determination; their right to choose and practice individual values, beliefs, religion, and culture; their right to privacy and dignity; and their right to live free from retaliation, discrimination, and abuse.
2. Promotes and encourages each client to maintain an optimum level of health, wellbeing and self-esteem.
3. Maintains and models appropriate personal boundaries with clients, and refrains from involvement with client personal affairs or other business that may constitute a conflict of interest.
4. Supports clients with problem solving, compatibility, and conflict resolution.
5. Promotes the integration and acceptance of clients in the community.
6. Fulfills the health, safety and personal care requirements of each client, including but not limited to tube feeding, oral suctioning, colostomy/ileostomy care, catheter care, and bowel care.
7. Implements each client's Health Care Plan, contacts external professional supports as appropriate, and follows directions of health professionals.
8. Assists clients with all aspects of daily living, including but not limited to arranging appointments, transportation, accessing the community, and financial support as needed.
9. Completes documentation of clients' personal expenditures, as required.
10. Prepares nutritional meals as per Site-specific guidelines using safe and hygienic food handling and storage practices.
11. Works co-operatively with the Day Planner where applicable and/or assists with planning and implementing community and in-house leisure activities.
12. Uses established body mechanic techniques and client-specific procedures when transferring and lifting, according to the ILHS Policy and Procedure Manual and client care plans.
13. Administers and records medications in accordance with ILHS policies and procedures.

14. Monitors medication supplies, reports missing medications and medication errors, and reorders medications and medical supplies as needed as per Site-specific guidelines.
15. Maintains current knowledge of client medication regimes, why each medication is given, and the possible side effects.
16. Maintains current knowledge of drug and food allergies and sensitivities of each client.
17. Maintains established logs and all other required forms of documentation in a thorough, clear, and legible manner.
18. Reads and initials (where appropriate) all relevant documentation on an ongoing basis.
19. Understands and uses correct reporting procedures for serious or unusual incidents, including but not limited to client injury or illness, incidents of aggression, or injury involving employees.
20. Communicates effectively with clients using their chosen means of communication (for example, picture boards, bliss symbols, or speech devices).
21. Communicates effectively and uses a professional approach with all stakeholders.
22. Maintains current knowledge and practice of occupational health and safety regulations, fire safety and other emergency policies and procedures.
23. Reports all health and safety risks or concerns and Site maintenance requirements to the Supervisor.
24. Operates all equipment, including Site vans, in a safe and appropriate manner.
25. Maintains working knowledge of safe body mechanic techniques, and utilizes this knowledge while performing all duties.
26. Understands and uses principles of good hygiene and universal precautions in all aspects of the job.
27. Submits Emergency Drill Reports, performs emergency evacuation drills, and completes the Emergency Preparedness Checklist as directed by the Supervisor.
28. Takes responsibility for personal health and safety and wears appropriate clothing, footwear, and personal protective gear while on duty.
29. Reports to work fit and able to perform all job duties and responsibilities, and remains alert and attentive throughout every shift.
30. Provides support to casual employees regarding client and household routines.
31. Contacts casual employees to fill vacancies as required in accordance with established procedures.
32. Uses Site petty cash responsibly, to purchase necessities for clients and the home as directed by the Supervisor or as per Site-specific guidelines, and completes documentation of all petty cash transactions.
33. Respects and protects the house and its contents, including personal belongings of the clients.
34. Ensures all ILHS and client property is maintained at an optimal level of cleanliness and tidiness.
35. Respects and protects the privacy of information relating to all ILHS clients, employees, and business affairs.
36. Maintains current knowledge and practice of all relevant plans, policies and procedures as established by ILHS.
37. Maintains knowledge of external regulatory bodies governing ILHS (for example, Licensing, CARF Accreditation, and Worksafe BC).
38. Maintains current credentials as required for employment with ILHS.
39. Performs other related duties as required.
40. Performs all duties and responsibilities in a manner consistent with the ILHS Mission Statement, Philosophy, and ethical standards as described in ILHS policy.

JOB QUALIFICATIONS AND EMPLOYMENT CRITERIA

- One-year minimum related education, training or experience working with individuals with cognitive and/or physical challenges in a community residential setting, or an equivalent combination of education, training and experience.
- Current CPR and First Aid Certificates approved by Licensing.
- Current TB test.
- Valid Physician's Letter.
- Valid Class 4 Drivers License.

PERSONAL ATTRIBUTES, SKILLS AND ABILITIES

- Ability to communicate effectively, both verbally and in writing.
- Professional approach when dealing with stakeholders.
- Ability to interact effectively with clients.
- Ability to work effectively with others.
- Ability to work independently.
- Ability to operate related equipment including vans.
- Ability to use good judgment.
- Physical ability to carry out the duties of the position.
- Ability to organize.

BENCH MARKS

- Matched to Residence Worker Benchmark
- Wage Grid 10

Reviewed and agreed to by (print name): _____

Date

Signature