



Haida Gwaii Society for Community Peace  
 Tlaa Juuhldaa Naay Transition House  
*Place of Change*

Box 811 2132 Collison Avenue  
 Masset, Haida Gwaii, B.C. V01 1M0  
 Phone: (250) 626-4664 Fax: (250) 626-4662  
 www.hgpeace.ca

<b>Job Title:</b>	Community Living Residence Worker, CRSW #3-B	<b>Reports To:</b>	Community Living Contracts Manager
<b>Location</b>	Masset, BC	<b>Position Type</b>	0.52 FTE, Permanent Part-Time
<b>Level/Salary Range:</b>	Classification: Residence Worker <b>\$25.95 – 29.76/hour</b> (JJEP Wage Grid Level 10)	<b>Position Hours:</b>	Sunday-Monday-Tuesday 3:00 pm – 10:00 pm
<b>Date Posted:</b>	7 May 2024	<b>Posting Expires:</b>	Until filled
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (250) 626-4662 or <a href="mailto:clcm@hgscp.ca">clcm@hgscp.ca</a> <b>Subject Line:</b> Community Living Residence worker, CRSW #3-B <b>Attention:</b> Community Living Contracts Manager		<b>MAIL:</b> Box 811 2132 Collison Avenue Masset, BC VOT 1M0	
<b>Job Summary:</b> As a CLBC Residence Worker you will be providing respectful daily living support to adult residents with developmental disabilities living in the CLBC staffed residence. You will also participate in the general daily operation and upkeep of the CLBC staffed residence. While working in close cooperation with the CLBC Community Support Worker team, you will be enhancing and supporting the quality of life for individuals by providing opportunities for full involvement in their community, in a manner respectful of the intelligence and independence already attained by the supported residents.			
<b>ROLE AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li><b>Maintains strict confidentiality of client information</b> and any information gained as a result of employment at Haida Gwaii Society for Community Peace (HGSCP).</li> <li><b>Assists the CLCM manager in assessing residents' immediate needs</b>, in order to define and implement their identified goals in the areas of social inclusion, recreation, life skills, health, and finance. Evaluates client needs and participates in developing short-term plans (weekly and monthly) to meet such needs with the active participation of clients, their families, and social networks. Participates in reviewing and evaluating the individual's progress and assists the CLCM manager to make adjustments to programs and activities as required.</li> <li><b>Assists clients with appropriate daily life skills</b> within the CLBC residence home (i.e. mealtimes, bedtimes), social skills. Teaches and assists clients with activities such as grooming, hygiene, reminders re: medication, basic cooking, money management, shopping, household safety and pet care.</li> </ol>			



4. **Transports and accompanies residents on social, recreational, and community** outings to events and activities as identified in the short-term client program plans. Coordinates with Community Living Support Workers and the CLCM manager to connect residents with community inclusion activities as identified in personal program plans.
5. **Provides information to residents** on available community resources and recommends appropriate services including all HGSCP programs i.e. Stopping the Violence Women's Counselling (STV), Victim Services (VSP), Child and Youth Counselling (CWWA) and Outreach.
6. **Monitors and ensures the safety and comfort** of residents and the security of the facility. Facilitates conflict resolution between residents.
7. **Provides emotional support, encouragement, goal setting and problem-solving support** to residents. Facilitates house and/or support group meetings.
8. **Liaises with other service agencies** and professionals.
9. **Completes housekeeping duties** such as laundry, housecleaning, grocery shopping and maintaining supplies. Orders supplies/groceries; performs minor maintenance as well as identifying maintenance issues and bringing them to the supervisor's attention.
10. **Coordinates and prepares the residence meals**, menu planning and food preparation as well as food inventory duties. Shops for and picks up weekly household groceries.
11. **Assists with behaviour management training** so as to support the clients to function appropriately within the CLBC residence as well as in the programs and community gatherings they attend, to participate safely and independently.
12. **Recognizes, analyzes, and manages potential crisis situations** such as residents' aggressive or upset behavior in order to ensure no harm comes to the client, staff and/or the public. Participates in and provides input toward developing behavioral intervention strategies to deal with such situations and informs the CLCM supervisor when new incidents arise. Works to implement behavior management strategies as identified by the CLCM manager and behavioral consultant.
13. **May assist residents with various basic personal care** needs as required, such as grooming, showering, dressing; cooperates with home care service professionals to ensure basic personal care needs are met for residents.
14. **Provides crisis intervention, risk assessment and safety planning** for residents. Provides information, advocacy for and assistance to residents.
15. **Provides emotional support** and feedback to clients and their family and friends regarding current issues with the supported individuals.
16. **Maintains professional and confidential case notes**, resident records, documents, forms and statistical information by entering relevant information into the client information software and into communication and statistics logs.
17. **Attends educational training** and participates in staff meetings as required.
18. **Documents and reporting in writing** to the supervisor any unusual incidents and/or inappropriate behavior that is known or witnessed.
19. Is familiar with HGSCP Policy and Procedure Manual and the BCGEU Collective Agreement.
20. Performs other related duties as required.



#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

21. Minimum Grade 12 or G.E.D. equivalent. Social service worker courses/education and or experience would be an asset.
22. Required to complete certification in Standard First Aid (2-day course or online course) with a CPR-C component.
23. Food-Safe Certification
24. Class 5 Drivers License and clean Drivers abstract.
25. Completion of Violence Prevention/De-escalation course (online, offered by HGSCP as on-the job training)
26. This position is dependent on a Criminal Records Check.

#### REQUIRED SKILLS

27. Good written and verbal communication skills.
28. Ability to use computers and databases effectively and learn new software skills quickly.
29. Ability to be kind, compassionate and supportive with clients.
30. Able to monitor residents and households for safety and security.
31. Ability to adhere to directives while allowing clients their autonomy.
32. Able to deal appropriately with and use de-escalation skills with upset residents.

Reviewed By:	CSSEA, BCGEU, HGSCP BOD	Date:	May 1, 2021
Approved By:	CSSEA, BCGEU, HGSCP BOD	Date:	May 15, 2021
Last Updated By:	Zarin Smita, Executive Assistant	Date/Time:	7 May 2024