

## RESIDENTIAL COUNSELLOR

### POSITION SUMMARY

The Residential Counsellor (RC) is responsible for taking on a leadership role within the residential setting by leading and following through on the day-to-day client program requirements and certain operational duties. Along with these added responsibilities the RC is also responsible for the daily RCA duties that are key in helping residents achieve their maximum potential in activities of daily living as well as reaching their personal goals.

### DESCRIPTION OF MAJOR DUTIES

Responsible for leading critical client and team activities:

- Take a positive and proactive lead role with families, parents, and friends and outside agencies.
- Coordinate the development of person-centered plans at least annually or as needed and follow through with team members to ensure goals are being achieved.
- Responsible to coordinate all appointments with physicians, specialists, or other relevant contacts to ensure health, mental health, or employment needs and ensure changes and new information is relayed to the care team, significant others, and service providers as required.
- Responsible for ensuring record keeping for finances including ledgers, spending, and saving are kept up-to-date and reviewed with the Team Leader.
- Lead whenever possible integration into the community by advocating and modeling.
- Teach and model collaborative communication with team members.
- Ensure all team members are utilizing person centered tools.
- Assist team in problem solving day to day client schedule concerns.
- Assign projects/assignments to team members based on person centered plans.
- Developing and updating PRN protocols and charts while working closely with health care professionals.

Responsible for each assigned individual:

- Establish and maintain a warm and professional relationship.
- Organize recreational and day to day activities.
- Mentor or teaches to the maximum degree of capability, such skills as personal hygiene, clothing care, dressing, eating mobility, sexuality, functional literacy, social skills, etc., to residents, utilizing all possible opportunities to provide learning experiences for each person supported.

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- In collaboration with RCA document medication reviews every 3-6 months or as changes occur.
- Transportation to and from medical appointments, recreational activities, family, and friend visits etc.
- Perform duties in accordance with applicable legislation, and Agency policies.
- Ensure monthly Mars/PRN sheets are accurate and complete. Follow up with medical professionals or pharmacy as needed.
- Prepare for and attend monthly consultation meetings (personal plans, behaviours etc.), ensuring new information is shared with team members and external partners as required.
- Ensure compliance related documentation is up to date and filed accordingly using Nucleus or in physical files.

Responsible individually for:

- To record significant events which occur during a shift and maintaining all necessary records according to the Agency's record keeping processes.
- Ensure all required training is up to date.
- Take the lead in discussions regarding client supports and actively participate in team meetings.
- Function as a member of the team that supports the aims of the Agency while also working with other agencies as required.

Health and Safety:

- Be familiar with the health and safety program.
- Work in a safe and healthy manner using the measures and procedures, and protective devices required.
- Actively participate in the identification of workplace hazards with the aim of continuously improving the work environment.
- Immediately report any accident and injury to your immediate supervisor (or designate).
- Report any hazards, hazardous conditions or other concerns related to the health and safety of any person in the workplace to your immediate supervisor or the JHSC.

Staff Supervision Requirements:

- Provide informal guidance to team members focused on the day-to-day elements of the home's operations.

**EDUCATION, SKILLS AND ABILITIES**

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- Two Year College Diploma in Developmental Services Worker, plus 1 year of relevant experience.
- Or Related post-secondary training (i.e., PSW, SSW etc.) and 3-5 years of relevant experience.
- Certification in First Aid, CPR, and CPI (required within six months of hire).
- Proven collaborative leadership skills.
- Ability to build trusting relationships.
- Self-Motivated and ability to take initiative.
- Strong communication skills (listening, verbal & written).
- Thorough knowledge of developmental services, and/or mental health.
- Understanding of the application of behavioural management.
- Knowledge of community resources.
- Ability to maintain a high level of ethical standards and confidentiality.
- Ability to make sound decisions regarding (with limited input from others):
  - Major changes to person supported programming,
  - Spending of person's funds outside normal range,
  - Program changes,
  - Safety and risk factors.
- Computer proficiency in Microsoft Office Suite (Word, Outlook).
- Ability to be flexible and work independently.

#### **MANDATORY JOB REQUIREMENTS**

- A Clear Criminal Record Check for the Vulnerable Sector within the last 6 months is required.
- Ability to perform two-man lifts with another employee.
- Must have a valid Ontario driver's license and proof of clear drivers abstract.

INTERESTED IN APPLYING FOR A POSITION AT CAREBRIDGE?

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