

JOB DESCRIPTION SUPPORT PERSON

JOB SUMMARY

COR's purpose is to nurture, teach and sustain the experience of connectedness, companionship and community. As a Support Person, you will play an important role in nurturing an inclusive community and upholding our central purpose through the development of strong and meaningful relationships with all COR stakeholders. The Support Person shall be accountable for providing direct, high quality support to the people COR supports, in a manner consistent with our philosophy of care and individualized support plans for each person served. The Support Person will report to the Home Team Leader and will collaborate with their Home Support Team to ensure all goals and objectives are met.

JOB DUTIES

- Provide direct support to people at COR, which follows the established support plans and is consistent with COR values and philosophy of Gentle Teaching in order to ensure people lead fulfilling lives.
- Provide assistance to people in completing daily tasks, problem solving and decision making with the goal of building an individual's independence through interdependence.
- Administer medication in a manner consistent with COR policy and procedures to ensure the upmost health and safety for people served.
- Work collaboratively with team members, take direction from COR Leadership regarding team decisions, and support plan implementation to ensure the people served are receiving consistent support.
- Share and/or develop options for increased community involvement.
- Participate in support planning meetings and maintain an understanding of the person's support plan, goals and team decisions regarding support strategies.
- Attend and actively participate in professional development, educational opportunities, team meetings, team evaluations and provide input, suggestions or ideas.
- Develop strong, positive relationships with the person's family, COR employees, community professionals, external agencies and other professionals involved with the people served through COR.
- Complete all required documentation and support time duties, including: nutrition, activity planning, and basic home maintenance and cleanliness.
- Ensure and/or provide assistance for daily living activities, such as: grooming, dressing and bathing.
- Ensure that all matters relating to the support and care provided to the people served by COR shall be treated with the utmost confidence.
- Facilitate transportation to work, community events, commitments, etc., as required.
- Other duties as required.

COMPETENCIES

1) Confidence (Works well independently)

- Autonomy – demonstrates confidence in own abilities and the willingness to exercise sound judgement, especially during new experiences.
- Decision Making – makes timely, effective decisions and renders judgment after adequately considering an alternative course of action.

2) Relationships (within a team)

- Teamwork – works collaboratively with others to achieve group goals to create fulfilment for the people we support.
- Communication – ensures accurate understanding and facilitates open exchange of ideas and information; expresses ideas, thoughts and concepts clearly (oral and written).

3) Support Focus (for the betterment of others)

- Developing Others – supports others in a manner that builds their confidence and capabilities, inspiring and supporting others to learn and grow from their experiences.
- Innovation – generates and promotes flexible, personalized support options designed to meet what matters most to the people we serve.
- Engagement – offers understanding and accurate interpretation of others concerns and feelings; creates a welcoming atmosphere in which everyone feels accepted.

4) Positive Attitude (a “can do” attitude!)

- Personal Growth – demonstrates ongoing drive to continuously expand one’s own professional capabilities.
- Composure – maintains focus and a calming presence in stressful circumstances.
- Proactive/Positive Attitude – possess an “it’s possible” attitude and instills that belief in others.

QUALIFICATIONS

- Class 5 driver’s license
- High School or equivalent education
- Effective written and verbal communication skills to express ideas and information in a clear and concise manner
- Ability to build and maintain resilience in stressful situations
- Flexible availability for day, evening, weekend and overnight support times
- Related post-secondary experience in education, social work, kinesiology and health studies, nursing, psychology, arts, or other related fields of study
- Previous experience supporting people