

**SOUTH SHORE COMMUNITY SERVICE ASSOCIATION**  
**JOB DESCRIPTION**

**MISSION STATEMENT**

*Bonny Lea Farm is committed to empowering special needs individuals, providing opportunities to experience faith, self respect, love for one another, dignity, productivity, and responsible community living*

**JOB TITLE:** Residential Counsellor (Full-time, Part-time, Reserve)  
**DEPARTMENT:** Residence  
**REPORTS TO:** Residential Coordinator  
**APPROVED BY:** Personnel Committee  
**APPROVED DATE:** February 9, 2017

**SUMMARY**

The Residential Counsellor supports participants living within one of our eight homes or within one supported apartment in a manner that is guided by SSCSA policy, work rules, departmental standards and that is guided by our mission statement. The Counsellor assumes overall responsibility for the safety, support, and the provision of dignified care in a respectful manner that supports choice and rights of the participants along with the general daily household management operation of the participant's home.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Teach, supervise, and support all activities of daily living (including personal care, bathing, shaving, dressing, hair care/styling, nail care, tooth brushing/flossing, hygiene) associated with the daily requirements for each participant.
- Teach, supervise, and support adult living skills (cooking, cleaning, shopping for personal needs, laundry, budgeting, social skills, manners,) development and maintenance for each participant.
- Observe, document, and report changes in physical and mental health of participants. Accompany participants to appointments with professionals as required.
- At the beginning of the shift, reviews and makes note of important information from the log books and other communication tools within the home; reviews the daily bathing support requirements and reports needs related to this to the Shift Leader, reviews and signs off on applicable household accounts and medication inventory.
- Ensure healthy and nutritious meals and snacks are provided including the development of weekly menus that reflect the requirements of Canada's Food

Guide. Food preparation, storage, and use is in accordance with safe food handling practices.

- Include participants in the activities of grocery shopping for the home.
- Completes assessments, daily house logs, communication books and documents (including incident reports and recording charts) in accordance with policies and residential standards.
- Controls and administer medication in accordance with established policy including the applicable documentation for medication administration.
- Manage and document all expenditures in the home including grocery petty cash, staff recreation fund, participant accounts to meet the requirements of established policies and residential standards.
- Support and assist participants with regular banking activities related to monthly comforts cheques, bi-weekly training allowance cheques, and HST refunds.
- Help participants plan and support their involvement in community based leisure, recreational, cultural, educational, and spiritual activities.
- Transport participants to/from and within the community using Association owned vehicles and in accordance with established policy and residential standards.
- Finds ways to involve participants in the life of their home and their housemates including daily chores, participation in meal preparation and serving, in house recreational and leisure activities (egs. cards, games, movie night, hosting visitors and guests for meals).
- Ensure that the home is clean, tidy, and in a well kept condition at all times. Cleans fixtures, appliances and equipment (including participant assistive devices such as walkers and wheelchairs) within the home and reports operational problems/damages to same to the departmental manager through completion of a maintenance request. Any equipment that is believed to not be safe to use is immediately taken out of service following established tag out/lock procedures. Ensures snow is removed from doorways, walkways close to the home and at all fire escapes in addition to applying salt to address formation of ice during winter months.
- Performs inspections of wheelchairs, walkers and other adaptive devices as prescribed by policy. Clean and maintains the equipment at a high level including the immediate reporting in writing of any deficiencies or repair needs to the equipment to their supervisor. Takes equipment out of service following proper lock out/tag out process that is unsafe to use and reports same in writing to supervisor as part of the maintenance request.
- Responds to minor issues within the home (such as overflowing toilet, burned out lightbulb, clogged drain) using regular household responses to avoid further issues and addresses any required clean up. Reports urgent repair needs to a supervisor verbally and completes a maintenance request for any repair issues that cannot be addressed through a general response by completion of a maintenance request.
- Provides supports to other homes as required including emergency situations, behavioural issues, and gender specific personal care requirements.
- Observes the requirements of confidentiality and privacy when communicating information about participants with colleagues, supervisors, and families.

- Attends and participates in all meetings related to the department, the home, and participants living in the home representing the residential team, the house team, and in some cases advocating for the participant with their permission.

## **QUALIFICATIONS**

### **Education and Experience:**

- University degree preferred or graduate of recognized community college human service worker program
- Achievement of seven provincial core competencies as mandated by the NS Department of Community Services:
  1. Fire and Life Safety
  2. Health and Personal Care
  3. Medication Awareness
  4. Individualized Planning
  5. Crisis Intervention
  6. Behavioural Supports
  7. Standard First Aid/CPR
- Experience working with or supporting people living with a disability including demonstrated experience developing appropriate relationships in a helping or support capacity.
- Demonstrated effective oral and written communication skills including the ability to support alternative communication strategies.
- Demonstrated capacity and experience working in an independent environment without constant direction, supervision, and peer support.
- Demonstrated home management skills including cooking, cleaning, laundry, money management, record keeping.
- Provision of a clear Vulnerable Sector Criminal Records check.
- Valid NS Driver's License (minimum Class 5 with requirement to obtain Class 4 within 90 days of hiring) and proof of insurability.
- Current or previous certification in a recognized crisis intervention tool preferred.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Involves shift work over all seven days of a week including overnights, weekends and holidays.
- Occasionally there are crisis situations that may place the safety and well being of our staff and participants in jeopardy (severe behaviours, suicide threats and attempts, verbal and physical acting out).
- The Residential Counsellor may work singularly or in tandem with a Participant Support Worker or a second Residential Counsellor and may be primarily assigned to one home for an extended period of time or may be required to work within a combination of homes concurrently.

- Lifting requirements related to household activities (groceries, laundry, clearing snow) and physically assisting participants using approved transfer methods. Frequent use of stairs is required in some of our homes.
- Assisting participants may include exposure to bodily fluids which requires the use of Universal Precautions. A home like environment means exposure to viruses and common bugs; good hand washing practices are a necessity.
- Operation of different styles of passenger vehicles in city (Halifax), urban (Bridgewater, Kentville), and rural area (Chester, Hubbards) settings and traffic conditions to support participants in accessing the community.