

Job Title: LIFE SKILLS WORKER

Job Summary:

- Responsible for providing a home-like, comfortable and normative environment in the individual setting, also ensuring that each individual has the opportunity to develop to the fullest extent of his/her abilities and desires. They will establish a warm and personal relationship with each individual living in the home and encourage the active participation of parents, siblings, and friends in each person's life.

Reports to: Program Coordinator(s) or Manager

Duties and Responsibilities

Program

1. Under direction of the Program Coordinator(s) or Manager, this position is responsible for providing a homelike, comfortable and normative environment in the home.
2. To document, implement and evaluate programs as required and requested.
3. May be assigned to be a key worker to designated individuals as assigned by the Program Coordinator(s). To implement all support outlines, protocols, policies and procedures, while ensuring Individual safety as a priority.
4. To work with all individuals and ensure a high standard of personal care is maintained, in a respectful manner, while being a role model in this area.
5. To administer and record medications in accordance with house guidelines and ensure that all prescribed medications are consumed by Individuals according to schedule.
6. To monitor health needs ensuring that preventative health care practices are utilized, as well as immediate treatment for illness or accident.
7. To make available to all Individuals the opportunity to participate in integrated community activities, in order to learn new skills, make choices and are involved in what is happening in their lives. All this to be accomplished while showing the Individual respect and dignity.
8. Assist and teach Individual aspects of self-care, budgeting, banking, cooking and household management as required.

Organization

1. May be responsible for proper financial record keeping and accounting for certain funds (petty cash, receipts from charge accounts) and submitting these to the Program Coordinator on a regular schedule.
2. To record and read all relative information in the appropriate log and communication books on a daily basis as required. To complete all required documents as required. Maintaining the confidentiality of all caregivers, Individual and society records and reports.
3. Maybe required to attend caregivers meetings, program planning, caregivers development and in-service training sessions.
4. To maintain good communications with families, other caregivers, Individuals, community agencies, in conjunction with the Program Coordinator and submit program reports as required.

Education, Training and Experience

1. A diploma in a field related to supporting persons with disabilities.
2. Experience in working with individuals with a mental handicap/dual diagnosis.
3. Formal training in the area of program planning or counseling.

Other Required

Class V driver's license

Favorable driver's record

Current First Aid CPR certification

Criminal Record Search

Current TB test

Physicians Health Clearance

MANDT Training

Any other training as required by licensing or the H.O.M.E. Society

Job skills and abilities

1. Demonstrated competency in written and verbal skills.
2. A strong commitment to the Philosophy of Gentle Teaching, and the policies, procedures, and philosophies of the H.O.M.E. Society.
3. Demonstrated ability to work within a team setting, with an emphasis on leadership, self-initiative, patience, maturity and tact.
4. Excellent organization skills.
5. Life skill workers are required to work a flexible schedule as necessary based on individual's schedules and program schedules up to 80 hours bi-weekly.

Additional Information

This position may be required to work in a stressful environment often dealing with Individuals in crisis situations. The ability to function independently and under pressure is an ongoing expectation of this position. Evening and weekend work is required.