

**Job Title:** SUPPORTED FAMILY CARE WORKER

**Job Summary:**

- This position ensures the well-being of individuals and promotes their development in a family setting. A key component of this job is to assist individuals in their physical, social, emotional and daily life skills development, which increases their independence, allowing them to function normally in the community. The supported family care worker typically works with individuals with mental and/or physical handicaps, emotional, behavioral, and any other medical needs.

**Reports to:** Supported Family Care Manager  
Human Resources Manager

**Key Duties and responsibilities**

1. Supports individuals in their own homes and in the community to allow them to function more independently. Evaluates individual's needs and develops plans with the Supported Family Care Operator and/or Supported Family Care Director to meet such needs.
2. Ensures that Individual safety is the top priority when providing care.
3. Monitors individual's well being, and assists individuals with daily life skills such as health needs, shopping, and banking. Assists individuals with grooming, basic cooking, housekeeping laundry, etc. Facilitates physical, recreational, educational activities to build self-confidence and to develop life skills and relationships with others.
4. Assists individuals in attending appointments when necessary and provide transportation.
5. Recognizes potential emergency situations, analyzes situations accurately and develops strategies to support individuals with aggressive behavior to ensure no harm comes to the individual and/or the public. Reports concerns to the Supported Family Operator and/or the Supported Family Care Manager. Fills out the appropriate forms (i.e. Ministry Incident Reports and in-house incident reports.)
6. Ensures health and safety standards are maintained.
7. Maintains, either written and/or verbal reports regarding individual's daily schedules, activities, and progress. Ensure that all required documentation is complete and accurate.
8. Identifies community resources that will meet individual's needs.
9. Records all communication with families, ministry caregivers and any other contacts on the contact form and informs the operator and/or Manger of these conversations.
10. Performs other related duties as required by Supported Family Care Operator.
11. Administering prescribed medications and treatments, and responsible for observing, recording, and reporting symptoms/changes in Individual conditions.

**Education, training and experience**

1. A diploma in a field related to supporting persons with disabilities.
2. Experience 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/Ministry Consent Form  
Current TB Test  
Physicians Health clearance  
MANDT Training  
Any other training as required by the H.O.M.E. Society

## **Job skills and abilities:**

1. Good written and verbal communication skills.
2. Demonstrated ability to work effectively with others in both group and one to one settings.
3. Able to function independently and manage Individuals care in regards to a wide range of medical, mental, behavioral, and emotional and/or learning disabilities.
4. Excellent organizational skills.
5. Supported family care workers need to be able to work a flexible schedule depending on the family needs and the individual's schedules.

## **Additional Information**

This position may require employees to work in a stressful environment often supporting individuals in crisis situations.