

POSITION DESCRIPTION: SUPPORT WORKER II

Support Circle/ Network: is a group of people who know and care about the individual requiring support. The role of the circle is to help the individual plan and carry out their goals. It works with and provides direction to staff members, in accordance with the vision that has been developed by the circle.

Nature and Scope:

The Support Worker II will work with the individual and their support circle to manage the paid supports, coordinate unpaid assistance and take the lead role in planning, directing and implementing activities that enhance the valued roles and life experiences for the individual, by applying the principle of Social Role Valorization*. The Support Worker II will develop a positive working relationship with the individual and his/her circle and will meet with them regularly to get direction.

**Social Role Valorization (SRV) is a social science theory developed by Dr. Wolf Wolfensberger, Syracuse University. It aims to address social devaluation by promoting the acquisition and/or maintenance of valued social roles, which will allow devalued people access to the "good things of life". BDACI uses SRV as a framework for its efforts on behalf of people with intellectual disabilities and their families.*

Qualifications:

Preferably a college or university degree in a related field or equivalent work experience and training. Good communication and problem solving skills; ability to work with minimal supervision; capacity to motivate and direct a small team of workers. An understanding and demonstrated commitment to Social Role Valorization is essential. Supervisory experience would be an asset. A car and the ability to work a flexible work week are necessary. First Aid competency is required. A Criminal Reference Check is mandatory.

Reporting:

Will report to the individual, his/her support circle and the Family Support Coordinator.

Responsibilities and Duties:

To work with the individual and their circle to ensure that the important life experiences and necessary support and assistance is organized and carried out in an effective and efficient manner. The Support Worker II responsibilities and duties may include all or a combination of the following:

Direct Support:

- fulfill the duties of a Support Worker 1 when scheduled

Coordination:

In concert with the individual, his/her circle and Family Support Coordinator

- recruit, hire, orient and schedule support workers
- promote a sense of mission and a clear focus on specified important life experiences for the individual that must be actively supported by all staff
- review and evaluate the duties and responsibilities of all support workers and provide constructive feedback regarding performance on a regular basis
- conduct regular staff meetings and training specific to the individual
- ensure all staff are aware of changing information, procedures or expectations
- solve staff related problems in a timely manner

Management:

- ensure all duties are carried out in a professional and competent manner.
- develop and maintain a communication system for the individual including communication between staff/circle and all staff.
- maintain appropriate records and files
- provide reports as directed
- monitor and identify any key issues that arise in the individual's day-to-day life and then strategize solutions with the individual and his/her circle
- assist the individual to manage their finances including banking, paying bills etc.
- ensure that necessary time and work space is available to carry out the management and supervisory duties while not directly supporting the individual.

Planning

- assist the individual and his/her circle to develop a schedule of activities based on the individual's likes, needs and wishes
- look for activities and opportunities that the individual might be interested in and follow through with them
- develop an understanding of who the individual is and what their needs, wishes and preferences are

Health & Safety

It is the responsibility of the family/circle to ensure the overall health and safety of the individual and to develop appropriate safeguards. Such responsibility falls outside the scope of a paid support role, however there may be certain practical duties carried out by support staff that will aid in the maintenance of the individual's health and safety.

- ensure that the individual's medication is adequately available and appropriately labeled and dispensed
- liaise and coordinate appointments with medical and dental professionals with the individual and his/her circle.
- monitor and identify any health related issues that arise in the individual's day-to-day life and then strategize solutions with the individual and his/her circle

Other:

- actively support and promote Association policies, procedures and practices
- any other related duties
- attend training as required, including four-day introduction to Social Role Valorization workshop

Date: _____

Individual: _____

Parent/circle member: _____

Family Support Coordinator: _____