

	JOB DESCRIPTION	
	Position Title: Program: Service: Accountable to:	CASUAL RESIDENTIAL WORKER Mental Health and Addictions Adult Residential Treatment Addiction Services Manager
Issued By: Date Issued:	Date Revised: Classification:	December 12, 2011

PURPOSE AND SUMMARY:

Under the direction of the Addiction Services Manager, the Casual Residential Worker will ensure the safety and well-being of the clients, the security of the treatment centre and the provision of scheduled weekend care to residents at the centre. As well, the Casual Residential Worker will be expected to fill in for other shifts as required on a call in basis.

DUTIES AND RESPONSIBILITIES:

1. Service Responsibilities:

Under the direction of the Addiction Services Manager, the Casual Residential Worker is responsible to:

- a. Ensure the safety and well being of the clients, and the security of the treatment centre;
- b. Maintain a high level of communication with the Addiction Services Manager and Team;
- c. Maintain In/Out log for clients and equipment;
- d. Keep daily recording such as case notes and data up-to-date in keeping with the standards and procedures of Dilico Anishinabek Family Care;
- e. Ensure approved medication is taken by the residents and that documentation on MAR sheets is completed;
- f. Ensure the client experiences a supportive environment during the weekend hours and that program schedules are adhered to.
- g. Take appropriate action in crisis situations and reporting incidents to the On-Call Supervisor who will report to the Addiction Services Manager;
- h. Deliver scheduled lectures;
- i. Ensure that the building is clean, tidy and safe at all times;
- j. Support and assist clients with their assigned tasks/assignments;
- k. Ensure vehicle care as per policies and procedures, and provide transportation to clients as scheduled;
- l. Duties related to the position of Night Attendant will be required when working the night shift.

- m. Other duties, related to the position, as may be assigned by the Addiction Services Manager.

2. **Organizational Responsibilities**

As a representative of Dilico, the Employee is responsible for:

- a. reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Agency Policies, Standards and Procedures;
- c. proposing changes within Dilico that would improve the quality of service to Anishinabek children, families and communities;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;
- e. understanding his/her role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. applying Anishinabek culture, values, traditions and teachings into programming where possible;
- g. ensuring accuracy, confidentiality and safekeeping of agency records;
- h. participating constructively in the supervision process with the immediate Manager.

QUALIFICATIONS

1. **Education**

College diploma in addictions counseling or social work preferred.

2. **Work Experience**

- a. Experience in the field of mental health and addictions as it relates to Anishinabek communities
- b. The provision of individual and group-based treatment services.

3. **Skills/Abilities**

- a. good written and oral communication skills;
- b. good planning, organization, problem solving, decision-making and liaison skills;
- c. ability to take direction as well as to work independently;
- d. ability to work as a member of a team;
- e. ability to orientate new clients to the centre; conduct interviews, facilitate groups, and lecture on various topics relevant to the treatment and healing process;
- f. sound knowledge of treatment and healing processes;
- g. ability to work within the policies, standards, procedures and the vision, mission and core values of Dilico Anishinabek Family Care;

- h. good knowledge of the Anishinabek culture and issues affecting Anishinabek children, families and communities in and around the district of Thunder Bay;
- i. ability to understand and/or speak an Anishinabek language would be considered an asset.

CONDITIONS OF EMPLOYMENT

- a. satisfactory Criminal Records Search;
- b. must have a valid Standard First Aid/CPR Certificate or be willing to obtain one;
- c. the ability to report to work on short notice in relation to service requirements;
- d. must have a Class "F" Driver's License or be willing to obtain a Class "F" license and access to a personal vehicle;
- e. must complete a medical and receive the required immunizations as recommended by the local medical officer of health.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.