

	<b>JOB DESCRIPTION</b>		
	<b>Position Title:</b> <b>Program:</b> <b>Service:</b> <b>Accountable to:</b>	<b>Home Support Worker</b> Community & Personal Support Worker Health Manager	
<b>Issued By:</b> <b>Date Issued:</b>	<b>September 2021</b>	<b>Date Revised:</b> <b>Classification:</b>	

## PURPOSE AND SUMMARY

The Home Support Worker is an integral part of Dilico Anishinabek Family Care’s health care team. Home Support Workers are responsible for the delivery of in-home support to ill, frail, handicapped and disabled persons of all ages so that they may remain independent in their own homes and communities for as long as possible. With direct supervision provided by Dilico’s Community and Personal Support Services Manager, the Home Support Worker collaborates with the Community and Personal Support Services Manager and other Health staff including Personal Support Workers and Registered Nurses, to ensure the provision of culturally appropriate support and assistance to eligible clients including the provision of support with activities of daily living.

## DUTIES AND RESPONSIBILITIES

### 1. Service Responsibilities

Under the direction of the Community & Personal Support Worker Manager the Home Support Worker is responsible for:

- a. Provide care and companionship for individuals and families during periods of incapacitation, convalescence or family disruption
- b. Administer bedside and personal care to clients such as aid in ambulation, bathing, personal hygiene, and dressing and undressing
- c. Plan and prepare meals and special diets, and feed or assist in feeding clients
- d. May perform routine health-related duties as directed by the Care Manager
- e. Perform routine housekeeping duties such as laundry, washing dishes and making beds.
- f. Assist in regular exercise, e.g. walking; home exercise routine, etc.
- g. Accompany to appointments as required

### 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**

- Completion of secondary school education or equivalent (any post-secondary education is an asset);
- First Aid Certificate & Cardiopulmonary Resuscitation (CPR) Certificate;
- At least 2 years of experience preferred;
- Completion of courses in home support is an asset.

### **2. Work Experience**

- a) Candidates without the specific education qualifications and where the position does not require certified qualification to practice, but who possess an appropriate combination of experience and other academic qualifications will also be considered.

### **3. Skills/Abilities**

- a. ability to work as an integral member of a team and work with little or no supervision as may be required;
- d. ability to follow direction and work effectively under pressure;
- e. good planning, organization, problem-solving, decision-making and liaison skills;
- f. ability to collaborate with other resource persons and facilitate planning and action;

- g. good interpersonal, written and oral communication skills;
- h. ability to maintain confidentiality;
- i. ability to work within the policies, standards, procedures and the vision, mission and core values of Dilico Anishinabek Family Care;
- j. good knowledge of the Anishinabek culture and issues affecting Anishinabek children, families and communities in and around the district of Thunder Bay;
- k. ability to understand and/or speak an Anishinabek language would be considered an asset.

## **CONDITIONS OF EMPLOYMENT**

- a. satisfactory Criminal Records Search including Vulnerable Sector
- b. required to work flexible hours, travel regularly and to act on an “on-call” basis as determined by the respective Manager in relation to service requirements;
- c. Must possess a valid Class G Driver’s License and access to a reliable personal vehicle with \$1 million dollar liability;

**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.