



# Family & Children's Services of Renfrew County

*Together, A Caring Community.*

## Direct Support Provider

|                        |                        |
|------------------------|------------------------|
| <b>Department:</b>     | Developmental Services |
| <b>Accountability:</b> | Supervisor             |
| <b>Location:</b>       | Renfrew County         |

Family & Children's Services of Renfrew County is a multi-service agency committed to providing preventative, protective and socially inclusive services and programming that empower and strengthen everyone. We are focused on cultivating a team-oriented work environment where everyone thrives. Our goal is to develop and strengthen collaborative partnerships to increase availability, accessibility and quality of care to our communities. Our agency commitments include: moving forward Anti-Oppressive Practice, French Language Services and working alongside our Indigenous Communities.

### POSITION SUMMARY

Direct Support Providers (DSP) support individuals to reach their Individual Support Plan (ISP) goals to access community activities and work on independence life skills, in a safe, secure and supported manner. Services provided by DSPs are in place to promote high quality of life, support community involvement, social inclusion, individual choice, independence and rights and responsibilities.

### DUTIES AND RESPONSIBILITIES

Considering recommendations from Case Managers and the Supervisor of Adult Residential Services:

- Be familiar with the goals in an individual's ISP and assigned tasks to meet these goals
- Support individuals around safety concerns and the promotion of safe living
- Support individuals to attend/access activities based on the individual's interest
- Support/carry out behaviour plans and other services and supports as required and monitored by assigned Case Manager
- Support access to social groups/interests in the community
- Assist individual to increase their social and other networks and opportunities whenever possible
- Attend meetings and Dr. appointments, community partners and report back to assigned Case Manager
- Provide transportation for self and for individual to activities/meetings

- Document support provided, individual preferences, activities according to standards
- Collect data as directed
- MAR sheets and signatures where appropriate to the assigned Case Manager
- Any other paperwork deemed necessary from a service perspective as requested by Supervisor and/or assigned Case Manager
- Regularly report any issues with carrying out the tasks that are being recommended by the assigned Case Manager, outside services
- attend team, staff, and other meetings and training as required
- Work flexible hours, ie days, evenings, weekends. Possibly work split shifts.
- Regularly update the Facilitator on shift availability
- Complete electronic time cards regarding hours worked
- Other duties as assigned by the Supervisor

### **PERFORMANCE INDICATORS**

- Be flexible and accommodating with the TAY case assignment/matching protocol
- Promote best service outcomes for TAY individuals at all times
- Provides timely and accurate response to assigned tasks
- Demonstrates capacity to adapt and learn in a dynamic work environment
- Experience working in a team-oriented, collaborative environment.
- Manages time effectively and responds to requests to work flexible hours
- Is punctual and regularly attends work

### **KNOWLEDGE & SKILL REQUIREMENTS**

- Ability to identify systemic barriers to equity and anti-oppressive practices and apply this lens to your work with FCSRC.
- Knowledge, experience, and understanding of the culture, history and current oppressions experienced by marginalized groups.
- Ability to understand and apply anti-colonial, anti-racist, anti-ableist, anti-cisgenderist, anti-ageist, anti-classist, anti-heterosexist lenses to social problems.
- High School and 1- 2 years' experience working with adults with Developmental Disabilities
- Personal Support Worker, Direct Support Worker or Social Service Worker Diploma an asset
- CPI, CPR, Abuse Training and any other training deemed necessary
- Understanding of the CYFSA, Signs of Safety, Anti-Oppressive Practice and Strength-Based approach and applicable legislation (SSPSIPDDA)
- Ability to follow direction
- Ability to work independently in the community
- Ability to work under minimal supervision and under own initiative.
- Ability to communicate effectively with individuals and community members
- Ability to write documentation
- Self-motivated to learn and acquire new skills.

- Possess excellent problem solving skills.
- Has good judgement regarding safety for individuals and when a situation could be unsafe
- Bilingualism is an asset

**Working Conditions and Physical Effort:**

- Responsibilities may require working evenings and weekends, sometimes with little advanced notice.
- Regular travel is required.

**SALARY:** As per collective agreement