

Position Profile – Respite Worker

Primary Function: To provide the highest quality of respite care in accordance with Wesway’s mission.

Service Responsibilities:

- To carry out duties usually performed by the primary caregiver in the day-to-day support of the individual with special needs
- To ensure timely and thorough communication with families regarding periods of respite
- To promote choice and decision making according to the needs and preferences of the individual and his/her family
- To develop interesting and stimulating activities that are participant-focused, in keeping with individual family preferences
- To maintain a positive attitude with all participants and their families
- To demonstrate flexibility and creativity in providing respite support to families

Organizational Responsibilities

- To follow all of Wesway’s relevant Service and Human Resources policies and procedures as outlined in the training program, orientation sessions, Policy and Procedure Handbooks
- To share with the Facilitator, in a timely and thorough manner, any information affecting support or family service
- To carry out all site specific responsibilities as scheduled and required for Centre Based Respite Options
- To work collaboratively with all the people who support Wesway’s families. This could include, but is not limited to, facilitation staff, coworkers, volunteers or people from other agencies

Personal and Professional Responsibilities

- To complete the mandatory training program and necessary updates required by Wesway
- To maintain current Non Violent Crisis Intervention and CPR and First Aid certifications and to provide Wesway with proof of certification
- To identify ways of meeting other professional or personal developmental needs in consultation with the supervisor
- Other duties as required and may be amended

Minimum Qualifications

- Previous experience supporting people with special needs (volunteer, work related, education or life experiences)
- Strong communication and interpersonal skills
- Demonstrated decision-making skills
- Current CPR and First Aid
- Valid Non Violent Crisis Intervention (NCI) certificate or willing to obtain
- Non-judgmental attitude and commitment to full community participation for people with special needs
- Ability to be flexible and creative