Position Profile – Respite Worker

Primary Function: To provide the highest quality of respite care in accordance with Wesway's mission, philosophy, policies and procedures, applicable legislation, and Ministry guidelines.

Service Responsibilities:

- carry out duties usually performed by the primary caregiver in the day-to-day support of the participant(s)
- support children, adults, and seniors with a wide range of physical, developmental and/or cognitive support needs
- promote choice and decision-making according to the needs and preferences of the participant and their family
- develop interesting and stimulating activities that are participant-focused, in keeping with individual family preferences
- ensure timely and thorough communication with families regarding periods of respite
- maintain a positive attitude with all participants and their families
- demonstrate flexibility and creativity in providing respite support to families

Organizational Responsibilities:

- follow Wesway's policies and procedures
- communicate any information affecting support or family service to the Facilitator in a timely and thorough manner
- carry out all site-specific responsibilities as scheduled and required for Respite Home Services
- work collaboratively with all of the people who support Wesway's families (e.g. facilitation staff, coworkers, volunteers, people from other agencies etc.)

Personal and Professional Responsibilities:

- maintain a safe working environment by following policies around safe lifting, transferring, proper use of PPE, hazard identification etc.
- work independently while supporting a participant
- complete all mandatory training and necessary updates required by Wesway
- maintain current Non-Violent Crisis Intervention, CPR and First Aid certifications and to provide Wesway with proof of certification
- identify ways of meeting other professional or personal developmental needs in consultation with the supervisor
- other duties as required

Classifications of Respite Worker

There are three classifications of work for Respite Workers. Respite Workers are paid at the rate associated with the appropriate classification of work (see below). Each classification considers the level of support needed and the skills required to do the work.

Classification	Type of Support Activity
Level 2	**In-Home Service, regardless of setting – e.g., in the family home, in the community, at the Respite Home, at another location** • Duties involve, but are not limited to: ○ Minimal to moderate support required for activities of daily living (e.g. dressing, mealtime assistance, using the bathroom, etc.) ○ Minimal to moderate physical assistance required for transferring, lifting ○ Support for minimal to moderately challenging responsive behaviours and/or responsive behavioural challenges that may occur occasionally ○ Minimal to moderate assistance may be required for personal care (except where it may be reasonable to expect to provide total personal care, e.g., changing diapers for an infant, etc.) ○ Some specialized equipment may be necessary ○ Some medical treatments or procedures may be required **General Meetings/General Training** • Time spent in meetings (in-person, telephone, video, etc.). Examples include, but are not limited to: ○ General Respite Worker Meetings ○ Training ○ Performance appraisals ○ NCI reviews ○ Meeting with a supervisor ○ Pre-placement visits and/or training with participants who require level 2 support
Level 3	**In-Home Service, regardless of setting – e.g., in the family home, in the community, at the Respite Home, at another location** • Duties involve but are not limited to: • Intensive level of support required on a consistent basis for activities of daily living • Very challenging responsive behaviours may be likely to occur and/or may occur with more frequency • Complete physical assistance may be required for lifting, transferring • Complete physical assistance may be required for personal care • Specialized equipment may be necessary

	• Complex medical treatments or procedures may be routinely performed • Other issues may be specifically identified and assessed on an individualized basis, such as: ○ situations involving multiple participants, who might individually require Level 2 support • situations involving other extraordinary duties or several siblings **Pre-Placement Visits** • Pre-placement visits and/or training with participants who require level 3 support
Resource Worker	**Respite Home Service** • All respite work that occurs as part of Wesway's Respite Home Services. The Respite Home Service is congregate in nature and therefore supports multiple participants with diverse and/or complex support needs (as listed under level 3) at any one given time. Examples include, but are not limited to: ○ Weekend Service for children ○ March Break Service for children ○ Weekend Service for adults ○ Respite Home Service for seniors **Respite Home Specific Meetings/Training** • Time spent in meetings (in-person, telephone, video, etc.). Examples include, but are not limited to: ○ Court Street staff meetings ○ Jean Street staff meetings ○ Junot Street staff meetings ○ Site specific training

Minimum Qualifications

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