

Role Definition FOR SAI Support Worker

GENERAL ACCOUNTABILITY:

The SAI Support Worker shall be directly accountable to their SAI Team Leader and their Coordinator and indirectly to the Executive Director. He/she shall be directly accountable for providing high quality support to the individuals, working together with their team and Team Leader to ensure goals and objectives are met. Specifically, the support worker is responsible to;

- Provide direct support in a manner consistent with SAI philosophy and individualized support plans,
- Follow through on team decisions, support plans and directions from their Team Leader and/or Coordinator,
- Participate in the development, support and delivery of individualized plans for the people they support, including attending meetings as requested
- Develop strong, positive relationships with individuals, families, SAI employees and external agencies involved with the people served through SAI,
- Participate in option development for individuals
- Attend training, team meetings etc as required / requested.

NATURE AND SCOPE:

This position reports directly to their Team Leader. There can approximately 4 - 10 full or part-time positions on the support team and a team approach to providing high quality, person centered support is essential.

Good relations must be developed and maintained with the people we support, their network (family members, friends, personal networks), other team members in SAI. Good external relations must be developed and maintained with social workers, health care professionals, agencies, and community contacts including employers.

The most important decisions of the SAI Support Worker relate to the quality of life and support provided to individuals, particularly:

- Ensuring the support provided is of high quality and in harmony with planning, SAI philosophy and Gentle Teaching,
- Always working towards the individuals overall satisfaction. (The Support person understands that he/she is coming into the home/life of individuals served by SAI. The recognition of this must remain foremost in our minds. We must therefore respect their wishes in their service provision within the parameters of safety and quality of life. These parameters must be decided at the team level with the support of the individual, the family/personal network, funding bodies, and community supports (where available).

PRINCIPAL FUNCTIONS AND ACCOUNTABILITIES:

1. Provides direct support and lifestyle planning consistent with SAI beliefs and values and philosophy.
2. Provides direct support to individuals relevant to their personal plan and contract expectations.
3. Provide direct support that reflects Gentle Teaching principles, in that;
 - Intent is not in changing others behavior but in changing ourselves
 - Support is always focused on teaching the individuals to feel safe and loved and become more loving and engaged
 - Positive use of the 4 tools in everyday support (Hands, eyes, words, presence)
4. Support to individuals may include;
 - Participation in ongoing evaluation of satisfaction of individuals served
 - Assisting individuals in problem solving or decision making
 - Providing assistance to individuals in completing daily tasks
 - Sharing and/or developing options for community involvement or employment
 - Participating in MYR and QSS meetings and maintaining a familiarity with individuals plans, goals and team decisions regarding support approaches
 - Participating in team meetings and providing input, suggestions or ideas
 - Liaises and cooperates with each person's home or day program concerning individual's issues, needs and desires.
 - As required is responsible for medication administration in a manner consistent with SAI policy and procedures.
 - Liaises with health care professionals as needed, regarding individual's needs
5. Team Work;
 - Maintains open and honest communication on a regular basis with their Team Leader and/or Coordinator, those we support, their families, social workers, support networks and SAI employees.
 - Participates in team evaluations by completing forms when requested
 - Completes all required paperwork
 - Provides support consistently as scheduled
6. Ensures that all matters relating to the support and care provided to individual(s) served by SAI shall be treated with the utmost confidence and not discussed with people outside the support team of the individual.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all the work assignments that may be inherent in the job.

PREFERRED QUALIFICATIONS:

- 1) Previous experience providing direct “hands on” support for people with disabilities is an asset.
- 2) Related post-secondary education is an asset.
- 3) Seasoned direct experience or knowledge in Gentle Teaching is an asset.
- 4) Strong organizational and communication skills
- 5) A working knowledge of the following are assets:
 - Crisis Prevention and Interventions techniques
 - Augmentative Communication.

It is desirable that this position sees the impact of individually oriented initiatives for each person served and community as a whole. This position should also demonstrate both creativity and common sense when serving people.

In signing below I acknowledge and accept the responsibilities of my position as outlined

Incumbent:

Date: _____

Saskatchewan Alternative Initiatives

Associate Executive Director/Executive Director

Date: _____