

## JOB DESCRIPTION

**Job Title:** Support Person  
**Reports To:** Team Leader

### About the Organization

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Saskatchewan Alternative Initiatives (SAI) is a non-profit organization that provides choices and opportunities for people with intellectual disabilities. Everyone in our community shares the privilege of living a life of dignity and respect as a participating citizen, which is why we partner with those we support to design personalized lifestyle options suited to the individual's values, needs, dreams and desires.

### Key Tasks and Duties

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- Be a part of providing direct support to individuals at SAI, which follows the established support plans and is consistent with SAI beliefs, values and philosophy.
- Have the opportunity to assist individuals in completing daily tasks, problem-solving and decision making.
- Follow through on team decisions, support plans and the directions given from their Team Leader and Coordinator to ensure the best possible support and quality of life for the people served.
- Create an inclusive environment by sharing and developing community involvement or employment options.
- Contribute to developing individuals' plans, goals and team decisions regarding support approaches.
- Receive extensive training through SAI's employee development program.
- Responsible for medication administration in a manner consistent with SAI policy and procedures.
- Complete all required paperwork and support time duties that contribute to a high support standard.
- Respectfully ensure that all matters relating to the support and care provided to the individual(s) served by SAI shall be treated with the utmost confidence and not discussed with people outside the individual's support team.
- Have the opportunity to be on call for the team leader to develop enhanced leadership skills.
- Other duties as required.

## Education and Training

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- First Aid/CPR Level C
- Related post-secondary education is an asset
- High School or equivalent education required
- Class 5 driver's license is an asset

## Skills and Experience

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- Previous experience providing support to people with disabilities is an asset.
  - Having experience or an interest in Gentle Teaching.
  - The ability to communicate both verbally and written is essential.
  - The ability to perform well in a crisis is the key to success in this role.
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In signing below, I acknowledge and accept the responsibilities of my position as outlined.

Incumbent:

Date:

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Witness:

Date:

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