

## JOB DESCRIPTION

**JOB TITLE:** SUPPORT PERSON

**Reports To:** Team Leader

### Primary Role Focus

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The Support Person shall be accountable for providing direct, high quality support to the individuals SAI supports, in a manner consistent with the philosophy and individualized support plans. They will work together with their team and Team Leader to ensure goals and objectives are met.

### Key Tasks and Duties

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- Provide direct support to individuals at SAI, which follows the established support plans and is consistent with SAI beliefs, values and philosophy.
- Provide assistance to 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/or Coordinator.
- Share and/or develop options for community involvement or employment.
- Participate in PCP meetings and maintain a familiarity with individuals' plans, goals and team decisions regarding support approaches.
- Attend all training, team meetings, etc. as required.
- Participate in team meetings and team evaluations and provide input, suggestions or ideas.
- Responsible for medication administration in a manner consistent with SAI policy and procedures.
- Liaise with health care professions as needed, regarding individual's needs.
- Develop strong, positive relationships with individuals, families, SAI employees and external agencies involved with the people served through SAI.
- Complete all required paperwork and support time duties.
- 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 support team of the individual.
- Drive individuals to work, community events, commitments, etc. as required.
- Be on call for the Team Leader as required.
- 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 “hands on” support for people with disabilities is an asset.
- Experience in or knowledge of Gentle Teaching is an asset.
- Strong organizational and communication skills required.
- A working knowledge of Augmentative Communication, Crisis Prevention and Intervention techniques is an asset.

## Core Competencies

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- Communication
- Teamwork
- Relationship Building