

A Division of:



Front Street Manor
Riverside Health Care
LaVerendrye Non-Profit Supportive Housing

JOB OPPORTUNITY

Position: Casual / Part-Time Residential Program Worker
#61-2022

Department: Non-Profit Supportive Housing

Commencing: As soon as possible

Salary: \$23.72 - \$28.56 per hour
as per Union Pay Schedule

Deadline: Open until suitable applicants are found.

Job Description: Enclosed

Riverside Healthcare Facilities Inc. invites applications from all qualified applicants.

To be considered, please send your completed cover letter, and resume by e-mail to human.resources@rhcf.on.ca or by fax to: 807-274-2898.

For more information, please contact Human Resources at:
human.resources@rhcf.on.ca



JOB DESCRIPTION

POSITION (Title):	Casual / Part-Time Residential Program Worker
DEPARTMENT/SERVICE AREA:	Non-Profit Supportive Housing
SITE:	Front Street Manor / Back to Home
REPORTS TO (Title):	Manager, Non-Profit Supportive Housing

Qualifications Required:

- A certificate in health or social services, degree or diploma preferred; or equivalent combination of experience and training acceptable to the employer;
- Experience in Psychosocial Rehabilitation desirable;
- Experience in the emotional, physical, social and spiritual needs of tenants; individuals living with a mental illness, physical and/or developmental challenge, older adults;
- Proficient in using MS Office including MS Word, Excel, and PowerPoint; other computer skills necessary for communication & research;
- Demonstrated knowledge of local community social services and programs;
- Must be able to work on a full rotation including shift work and weekends;
- Dependable, competent, and continued ability to carry out responsibilities;
- Demonstrated strong written and verbal communication skills;
- Demonstrated strong interpersonal skill with the ability to function independently, within a team, with front line personnel, and management;
- Demonstrated ability to function effectively in a fast-paced healthcare environment with excellent organizational and time management skills with the ability to multitask and prioritize workload;

Basic Responsibilities:

- Develop individual formal and informal community support networks for residents using the most appropriate services, personnel and resources that can be located or developed;
- Promote successful integration of residents into the community;
- Promote resident involvement in the operation of the building and a supportive community among the residents;
- Help rebuild self-esteem, coping skills, daily living skills and problem-solving abilities for individual residents;
- Assist in arranging follow-up services for residents and encourage compliance with therapeutic regimes;

Specific Responsibilities:

- Attend tenant meetings to promote support and decision making in the building community and building operations;
- Carry out the emergency procedures of the program until appropriate resources are engaged;
- Assist tenants in establishing individual and/or group goals by providing support, stability and opportunities for growth and learning;
- Assist in the establishment of individual and program routines (i.e., life skills and activities of daily living; teaching and monitoring (meals, laundry, budgeting, cooking, household chores etc.);

- Assist in the orientation of new tenants to the building community.
- Assist the selection committee in the tenant's selection process. Participate in waitlist management;
- Act as a resource person, striving to enhance or increase each individual resident's awareness of themselves and others and, how to make appropriate decisions regarding their welfare;
- Communicate and advocate for tenants' health concerns to the appropriate health care provider and other community agencies.
- Assist tenants to be mobile when necessary;
- Promote effective communication skills among tenants to facilitate supporting each other through difficult experiences;
- Utilize effective interpersonal techniques to assist individuals in crises;
- Promote tenants effective decision-making skills and assumption of responsibilities with respect to goal setting; monitor and document the progress of tenants towards accomplishments of agreed upon goals.
- Familiarize tenants with community resources and help them to learn to use community facilities appropriately;
- Maintain contact and collaborate with other healthcare and support professionals, and tenants' family as applicable;
- Contribute to the constructive communication process between the program and the community;
- Utilize and work with other support services including professional, paraprofessional, and lay persons whenever possible for continuity of care for individual served; coordinate and participate in case conferences;
- Assist with overseeing the physical maintenance of the building and ensure any deficiencies are reported in the prescribed manner; participate in general upkeep of building as needed and when required; cleaning, minor repairs;
- Participate in the assessment, intake and admission of applicants and tenants;
- Conduct informal assessments; suicide/self harm risk, safety risk, home safety;
- Oversee collection of tenant's rent as directed by the Supportive Housing Manager; participate in rent review as required;
- Report to the Supportive Housing Manager for regular supervision and instruction;
- Attend regular staff meetings to co-ordinate case management and confer on other issues relating to building operation and maintenance;
- Assist in ensuring program and building meets standards of neighbourhood and community;
- Assist in the implementation and evolution of policies, procedures, goals and objectives and related operations of the program and the building.
- Maintain individual tenants case notes, files and other records and statistical information;
- Assist in the orientation and training of new personnel;
- As much as possible be aware of any major medical risks and medications of tenants. Provide support to tenant in related health issue and medication management;
- Support the Transitional Worker and Community Service Management Worker in times of crisis or absence or as dictated;
- Carry out all work assignments safely and be knowledgeable of and in compliance with relevant regulations, policies, and procedures;
- Participate in the Quality Improvement Activities and Accreditation as required;
- Perform other duties as assigned by the Supportive Housing Manager or designate;

Conditions of Employment

- Human Resource Policies
- Corporate Policies
- Department Policies