



JOB DESCRIPTION

There are six key areas of responsibility as a Respite Worker for CRS

1. Participant Well-Being

- Enabling personal choice and treating Participants with dignity and respect, provide a caring approach to Participant needs (emotional, physical)
- Follow the instructions given by the office, family, and Participants unless there is a safety issue.
- Being aware of Participant health and safety in home and or in the community and providing assistance as needed (1st Aid/CPR, alerting family)
- Provide personal care that may be required like feeding, dressing, toileting, bathing, lifting, transferring and administer and record authorized medication as needed
- Prepare meals during the respite period and do light housekeeping as needed (based on individual need)
- Care for a maximum of three siblings during respite

2. Reliability / Prepared For Respite

- Arrive at scheduled shifts and be on time
- Arrive 15 minutes before shift when meeting new family for interview
- Fulfill agreement on declaration of availability and give two weeks notice for changes
- Confirm with families and confirm schedule with office
- Have pertinent medical consent and family information file with you at all times while providing respite and follow instructions in the family information.
- Clean up after the respite so you leave the property of the respite recipient the same condition that you found it.

3. Flexibility

- Is able to work in Participant home, in the community and with a variety of families within a variety of time frames
- Is able to work with children, youth and adults with physical and intellectual challenges (both in challenging and non-challenging situations)
- Is flexible around scheduling changes / is able to pick up shifts on short notice
- Is flexible to work in all areas of Winnipeg or assigned Westman areas

4. Independent Problem Solving/Setting Boundaries

- Understand and puts into practice CRS policies and procedures, and follow Workplace Health and Safety plan including the Working Alone plan
- Understand and maintain confidentiality with families / individuals and CRS
- Able to independently work effectively and make decisions in difficult situations
- Respect family lifestyle and choices
- Does not impose personal judgments and expectations on families / individuals
- Maintain positive professional boundaries

5. Administrative Responsibilities

- Report all forms of abuse and suspected abuse to office immediately
- Has accurate documentation filled out and handed in within the given guidelines.
- Attend training and regular staff meetings
- Reporting all injuries / incidents to self and others in a timely manner

6. Communication / Planning

- Assist with and participate in activities and special interests that the respite recipient has identified as long as they are safe and legal.
- Communicating with family regarding the activities and cost
- Ensuring respites stay within allowable expenses
- Build positive relationships with family and Participant