



JOB DESCRIPTION

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

1. Participant Well-Being

- Enable personal choice and treat 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 it is a safety issue.
- Be aware of Participant health and safety in the home 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, ideally with the Participant.
- Care for a maximum of three siblings during respite.

2. Reliability / Prepared For Respite

- Arrive at scheduled shifts and be on time.
- In Winnipeg, arrive 15 minutes before a shift when meeting a new family for the first time.
- In Westman, arrange a family meeting the week prior to your initial regular shift.
- Fulfill your agreement on the declaration of availability and give two weeks' notice for availability changes.
- Confirm with families and confirm schedule with the office.
- Have the pertinent Participant & Family File with the Medical Consent Form with you at all times while providing respite and follow instructions in the Participant & Family File.
- Clean up after the respite so you leave the property of the Participant in 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 disabilities (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 the Workplace Health and Safety plan and the Working Alone plan.
- Understand and maintain confidentiality with families / individuals and CRS.
- Be able to independently work effectively and make decisions in difficult situations.
- Respect the Participant and family lifestyle and choices.
- Do not impose personal judgments and your expectations on families / individuals.
- Maintain positive professional boundaries

5. Administrative Responsibilities

- Have accurate documentation filled out and handed in within the given guidelines.
- Attend training and regular staff meetings as requested.
- Report all forms of abuse and suspected abuse to the supervisor after your shift is finished.
- Report verbally to the supervisors all injuries / incidents to yourself and others, after your shift is finished.
- Report in writing all injuries, incidents, and suspected abuse and get these reports into the office within 5 business days.

6. Communication / Planning

- Assist with and participate in activities and special interests that the Participant has identified, as long as they are safe and legal.
- Do activity planning with the Participant and family, coming to respite with several options to discuss.

- Communicate with Participants and families regarding activities and their cost.
- Communicate with families regarding what occurred on respites at the end of the shift.
- Ensure respites stay within allowable expenses.
- Build positive relationships with the Participant and their family.