

## **Job Position: Residential Support Worker (On-Call / Casual)**

We are seeking a hard-working and highly motivated individual who shares our belief that human life is sacred to join our team at Our Lady of Guadalupe Home as a Residential Support Worker. Our home is staffed 24 hours a day throughout the year (including weekends, holidays and during summer months).

### **Position Summary**

The role of the Residential Support Worker is to support pregnant and new mothers within our home with the challenges of being a potential first-time mother, as they emerge into the community.

### **Major Responsibilities:**

**Direct Support;** Helping women to develop skills needed to be a good mother  
Encouraging personal skill development.

Building self-esteem.

Providing opportunities for new experiences.

Getting involved in the community - recreation, shopping, building positive relationships, attending Ontario Early On with our residents and their children.

Building a relationship based on respect, support, guidance and direction when appropriate

Encouraging, teaching and assisting with household, community and personal responsibilities such as shopping, cleaning, banking, doctor appointments and ensuring they are completed

Supporting people in social situations to learn to feel comfortable and build positive relationships

Understand and assist in developing appropriate family values.

Teamwork; Building a Strong Team:

Offering support, respect and feedback to other team members

Ensuring communication is clear, concise and honest

Attending mandatory staff meetings and contributing professionally

Covering assigned

Taking ownership and responsibility for your role as a team member

Sharing and contributing ideas, knowledge, questions, and feelings

Respecting the workplace physical structure, keeping it clean and tidy, safe and secure for those we support

**Documentation/Communication; Ensuring Information Is Documented:**

Reading, documenting in and initialing log books, communication books and shift lists before and after each shift as appropriate. Initialing shift lists when items are completed or noting reasons when items are not completed.

Check your email daily (important information is transmitted through email)

Writing reports immediately following an event e.g. Doctor's appointment form

Correctly documenting medication administration e.g. dosage, time of day, updating changes, ordering etc.

Initialing all documentation so team knows you have seen it.

Ensuring client files are kept updated daily with appropriate documentation(s).

**Other Duties as Assigned:**

Sometimes, unpredictable and unplanned situations arise within the home. Staff is responsible for ensuring these situations are dealt with in a way consistent with the philosophy of Our Lady of Guadalupe Home and notify the House Manager immediately.

**Overnight:**

Remain at the home throughout assigned shift, awake and alert. Duties specific to individual nights will be assigned by the house manager.

Complete assigned tasks for the night shift.

Assist individuals for the morning routine.

Report any issues or concerns to the house manager and day staff.

**Qualifications and Position Requirements:**

Minimum 2-4 years' consistent work experience.

Mature, responsible and reliable individual.

Believes that human life is sacred and must be honored as such

Team player.

Computer skills in Microsoft Word a must.

Must be able to prepare meals or guide residents with the preparation of meals

Interpersonal skills.

Leadership skills.

Flexible scheduling. Our Lady of Guadalupe Home is open 24 hrs a day 365 days a year. Interested applicants must be available to work all three shifts, all year round

Able to lift up to 25 pounds (11.34kg).

Able to do house work as assigned.

Must be available to work all 3 shifts (morning, afternoons and midnights).  
Great work ethic.

**Total Compensation and Benefits**

Specifics to be discussed at time of interview.

Process:

A letter of application is required for this position. Candidates must meet the essential qualifications to be interviewed. An interview will be conducted to review the candidate's demonstrated experience, suitability and qualifications. Resumes are to be sent to [ologhomewindsor@hotmail.com](mailto:ologhomewindsor@hotmail.com). **Resumes will be accepted until Dec 1, 2019.** Only candidates selected for an interview will be contacted.