

Overnight Awake Direct Support Professional – Job Description

Title

Overnight Awake Direct Support Professional

Reports To

Residential Program Supervisor

Summary

Reporting to the Program Supervisor the Overnight Awake Direct Support Professional provides care to adults living with a primary Developmental Disability and secondary disorders. The Overnight Awake Direct Support Professional is responsible for providing nightly monitoring and support to the individuals residing in residential programs, as required, in accordance with the Organization's Mission statement: "Community Living Greater Sudbury fosters meaningful living for people living with developmental disabilities."

The Overnight Awake Direct Support Professional works collaboratively with other employees of Community Living Greater Sudbury [CLGS], family members, other support agencies, and community groups.

Core Competencies

- Resilience
- Advocating for others
- Collaboration
- Creative problem solving and decision making
- Fostering independence in others
- Initiative
- Interpersonal relations and respect

Threshold Competencies

- Flexibility
- Values & Ethics
- Flexibility
- Self-Control

Essential Job Duties

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the **essential duties and responsibilities** of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be aware of and adhere to all CLGS Policies, Standard Operating Procedures, Guidelines, Program Reference Manuals and Collective Agreement
- Must be able to physically and mentally remain awake and alert overnight and perform required duties as outlined in the Overnight Awake Support Worker job description and program specific assignment list
- Monitor and support the individuals' health and well-being, and respond to emergency situations
- Sitting, Standing, Walking, and being On-foot may be required on a moderate to high frequency for each shift
- Pushing, Pulling, Reaching, Trunk movement, Kneeling, and Crouching may be required on a moderate frequency for each shift
- Daily use of sensory skills (touch, balance) is essential for providing daily support
- Ability to work with many different types of people, to be empathetic and caring in emotional situations
- Long-term, semantic and declarative memory is required to recall training, technical skills, patient handling and use of equipment/material
- Must be able to monitor schedule and prioritize tasks
- Complete nightly menu preparation and meal planning encompassing special diets and Canada's Food Guide
- Prepare weekly grocery list / supply list in accordance with weekly menu and budget
- Maintain inventory log of supplies, equipment, and house-hold furniture etc. as required
- Complete housekeeping duties, which may include laundry, sweeping, mopping, dusting, cleaning and disinfecting of surfaces including washrooms, maintenance measures of wheelchairs and other specific equipment, as outlined and required, garbage removal
- Maintain safe exits and escape routes; including snow removal at exits and on ramps and applying salt/sand to surfaces

Job Duties

- Assist individuals we support in completing their routines in accordance with PCP goals
- Assist individuals we support in managing anxiety in accordance with individual Crisis Development Models
- Complete daily administration and documentation for medications and health care practices, as required including during emergency situations
- Review and implement action plans which have been identified from the person centered plans (PCP), and to recommend variations in the programming and operating routines of the home. Supervision available when needed

- Maintain accurate recording of information including night log reports
- Maintain a safe environment by complying with CLGS' Health and Safety guidelines, and Occupational Health and Safety Act or regulations
- Report any employment related injury or illness and promptly Co-operate with the development, implementation and evaluation of a return to work program, if required.
- Co-operate and participate in training and educational activities and team meetings as required
- Maintain positive communication style with all individuals we support, professional services, families, and association personnel
- Other duties as assigned

****Note:** a more detailed outline of specific duties is available at the program location in the form of an assignment sheet**

Work Conditions

- Weekend and Weekday night-shift work
- Overtime and extended shifts as required
- Interacts with residents, family members, and staff
- Manual dexterity required to use desktop computer and peripherals
- Intermittent physical activity including walking, standing, sitting, lifting and supporting adults
- Be aware of and adhere to all Community Living Greater Sudbury Policies, Collective Agreement and other CLGS guidelines such as client and program reference manuals
- Be aware of and work in compliance with the provisions of the Health and Safety Act and Regulations
- May be exposed to infectious waste, diseases, conditions, etc.,
- Exposure to the threat of physical or verbal abuse; direct and personal responsibility for the treatment, care, welfare and safety of the individuals we support, direct intervention in crisis and emergency situations

Requirements

To perform the job successfully, an individual must have certain skill levels. The requirements listed below are representative of the education/experience, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Education and Experience

- **Completion of college diploma in a related field for full-time nightshift employees**
- **Completion of a certificate in a related field and/or High school Diploma may be considered for part-time nightshift employees**
- Minimum of three months experience working with people with developmental disabilities is considered an asset

Certificates, Licenses, Registrations:

- Up to date Emergency or Standard First Aid and CPR certificate
- Acceptable Criminal Record and Vulnerable Sector Screening Check
- Current and valid class G or G2 Ontario Driver's License
- Carry a minimum of \$1,000,000 liability vehicle insurance.
- Current CPI certification is completed prior to or upon hire and must be updated annually
- ABA and Mindfulness certification is an asset
- Quality Assurance Measures certification is completed prior to or upon hire

Skill and Ability

- Excellent teamwork skills and ability to work well with others in a team approach, and adapt to changing situations.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Physically capable of performing assigned duties within a flexible work schedule inside a 24 hour a day, 7 day a week operation
- Knowledge of and abilities in transferring, lifting, and other attendant care duties
- Must be familiar with laws, regulations, and guidelines as outlined in MCSS Quality Assurance Measures
- Computer literacy, including effective working skills of MS Word, Excel and e-mail required
- High degree of resourcefulness, flexibility, and adaptability
- Able to effectively communicate both verbally and in writing
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Strong morals and ethics, along with a commitment to staff and participant privacy

Other

- Overnight awake staff are scheduled on the master schedule as 'night shift'
- Overnight awake staff are scheduled 8 hour shifts – shifts are usually scheduled from 11 pm or 12 am and may be adjusted to suit the needs of the individual being supported
- Full-time Overnight awake staff are scheduled on the master schedule as working Monday-Friday
- Part-time Overnight awake staff are scheduled on the master schedule as working 7 consecutive night shifts and off 7 consecutive night shifts rotation
- Overnight awake staff are required to follow individual Crisis Development Models and Behaviour Support Plans
- Must be able to be depended upon to plan and organize work effectively and ensure its completion

Employee Name (Print) _____

Employee Signature _____

Date _____