

## Overnight Sleep Support Worker – Job Description

---

### Title

Overnight Sleep Support Worker

### Reports To

Residential Program Supervisor

### Summary

The Overnight Sleep Support Worker 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 which fosters "meaningful living for people living with developmental disabilities. We encourage people to make informed decisions, achieve their dreams and participate in the community life they desire as identified in their Life Plan".

### Core Competencies

- Customer Focus
- Communication
- Energy and Stress
- Team Work
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity

### Job Duties

- Must be aware of and adhere to all CLGS Policies, Standard Operating Procedures, Guidelines, Program Reference Manuals and Collective Agreement.
- Monitor and support the individuals' health and well-being, and respond to emergency situations.
- 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

- Maintain WHMIS and health & safety standards in accordance with the Occupational Health and Safety Act and report any known workplace hazard or violation of the Occupational Health and Safety Act or regulations to the employer or supervisor.
- Take all reasonable care to comply with the Occupational Health & Safety Act and its regulations including use or wear any equipment, protective devices or clothing required; and do not remove or disable any protective device.
- Report any employment related injury or illness promptly Co-operate with the development, implementation and evaluation of a return to work program, if required.
- Work with others to maintain a safe work environment and report any known defective equipment or protective device that may be dangerous.
- Do not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
- 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\*\*

## Requirements

- Completion of college diploma or certificate in a related field
- Minimum of three months experience working with people with developmental disabilities.
- Valid First Aid / CPR Certificate
- Recognized CPI training
- Current WHMIS certification an asset
- 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.
- Must be able to be depended upon to plan and organize work effectively and ensure its completion.

## Work Conditions

- May be exposed to infectious waste, diseases, conditions, etc.,
- Interacts with residents, family members, staff, visitors and government agencies.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime and extended shifts as required.
- Intermittent physical activity including walking, standing, sitting, lifting and supporting patients.
- 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.

## Other

- Overnight sleep staff are hired on an 'as need' basis specific to individual needs
- Overnight sleep staff are scheduled on the master schedule as 'sleep night shift'
- Overnight sleep 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
- Overnight sleep staff are provided with a room in which to sleep, a bed, and bedding
- Overnight sleep staff are required to 'assist' the 'awake night staff' following individual Crisis Development Models and Behaviour Support Plans
- Overnight sleep staff who are woken up to support the Night Shift awake staff will be paid at according to the CA wage grid at the part time start rate for the period of time they are required to be awake
- Overnight sleep staff who waken on their own and are not required to support the Night Shift awake staff will not be required to assist in other household duties; and if they choose to assist in other household duties will be paid according to their Night Shift sleep rate