

Overnight Awake Direct Support Professional – Job Description

Title

Overnight Awake Direct Support Professional – Residential Programs

Department

Various Support Locations

Reports To

Residential Program Supervisor

Original Date:

Revised Date: July 26, 2017

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 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

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

Threshold Competencies

- Flexibility
- Self-Control
- Service Orientation
- Values and Ethics

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.**

Cognitive Demands

- 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
- Monitor and support the individuals' health and well-being, and respond to emergency situations

Physical Demands

- Pushing, Pulling, Reaching, Trunk movement, Kneeling, and Crouching may be required on a moderate frequency for each shift
- Sitting, Standing, Walking, and being On-foot may be required on a moderate to high frequency for each shift
- Quick response to evacuate premises and to potential environmental dangers [not daily]
- Attend staff training session for training courses essential to the health and safety of self, co-workers and supported persons. [i.e. ABA]
- Attend staff training sessions for First Aid and CPR. Demonstrate ability to perform First Aid and CPR in staff training sessions. (not daily)
- Must be able to apply First Aid and perform CPR as necessary
- Assist individuals with transportation in case of an emergency evacuation

Tasks [tasks identified with an asterisk “*” fall within essential duties]

- Must be able to attend to the assigned shift(s) and have a good attendance record
- 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

Client related tasks

- Work closely with adults living with a developmental disability and additional disabilities.
- Treat each participant as an individual and encourage the personal and independent development of self. Take into account the choices, needs, and wishes of each client, involving clients in their own plans and day-to-day decisions
- Be aware of learning goals for individual clients with corresponding timeframes
- Deliver teaching procedures corresponding to a client's individual abilities, using methods appropriate to the established learning goals
- Teach appropriate life, social and vocational skills as determined by assessment and outcome planning
- Use visual supports as required to assist clients in managing their daily activities
- Assist with assessments of client progress towards established learning goals
- Document client capacity according to established protocol
- Assist clients with all issues related to their disability, including coping skills
- Deliver social stories to clients
- Understand and follow individual behaviour programs for clients
- Observe and document client behaviour, changes/problems, signs of distress and submit verbal and written reports to the supervisor and other staff

- Assist individuals with dressing, tying shoes etc.
- Safe use of lift system for lifting individuals in and out of wheelchairs.
- Assist clients with the safe administration of medication / administration of medication

**Assist clients with personal hygiene ranging from verbal cues to assisting with toileting and bathing, including assistance with getting to and from the washroom, in and out of a tub or shower.

**Assist clients with the safe administration of medication/administration of medication

- Plan and enact behaviour and health protocols
- Oral medications, suppositories and topical medications may be required
- Document and check medications dispensed
- Store medications according to protocols i.e. in locked cabinets
- Update medication information sheets / records

Household 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
- 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.

Health and Safety tasks

** Ensure the clients' safety in their home and out of their home

** Physically assist and support individuals that may suffer from seizures or are acting out. Physical intervention with a client requires two staff working together, as it cannot be done by one staff. Staff may be required to do interventions for physical outburst by individuals if they may hurt themselves or other individuals, following NVCPI techniques

** Some residents may have to be physically moved to a secure safe room, with another staff, and monitored from outside the room by staff while holding a door switch. Not daily, staff may also have to use physical techniques o break holds, bites, or choking actions, on themselves or others, following NVCPI techniques

** Monitor safety of clients continuously with other staff. Ensure clients are in the area. Door buzzers are utilized should a client try to leave a program

** Guard clients from performing risky behaviours such as eating foreign substances.

** Keep chemicals and medicines secure at all times in locked cabinets

** Store household garbage, biochemical garbage and recycling outside, and bring garbage to the curb on collection days (once or twice weekly)

- Keep staff areas tidy and secure
- Check door alarms on a regular basis
- Follow health and safety procedures – including start-ups

- Complete safety checklists and report problems in writing to the house supervisor.
- Shovel and clear walkways especially during the winter months to ensure safety and adequate fire exits. Spread salt as necessary

** Conduct / supervise / participate in monthly fire drills and record as directed by Supervisor

- Start emergency generator in power outage following the established procedure
- To prevent any situation which could injure a participant/staff; to report any injury and take appropriate action; apply first aid as may be necessary.

** Relationships

- Support workers are responsible for building and maintaining relationships with the individuals' guardians / family, health professionals, community organizations and other professional agencies
- Assist staff as required with resolving client behavioural issues, immediate and long term

Administrative tasks

- Is assigned to various duties and client routines during the shift [as per the assignment sheet]
- To do required reports as directed – responsible for maintaining files and programs of one or more clients during shift
- To communicate all events of the shift in the day book
- To record all contacts in each individual's contact records
- To follow-up on assigned duties as per shift assignment sheets
- To follow-up on duties as assigned by the Supervisor
- To assist in orientation of new participants, staff, volunteers and students
- To contact the management on call, in the absence of the supervisor of the program, if an emergency situation arises
- To attend and participate in staff meetings. To assume full responsibility as a member of the staff team
- Participate in regular supervision and a yearly performance evaluation
- Maintain user service confidentiality at all times, unless disclosure is specifically authorized
- Any other related duties as assigned

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

Supervisory Responsibilities

This job has no formal supervisory responsibilities; however, Support Workers are expected to assist with orientation and guidance of new team members. Support Workers generally do not have their supervisors on site during the evening and night shifts and work are required to use sound judgment when accessing the on-call supervisor.

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

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 _____