

# **Part-time Community Participation Supports Direct Support Professional**

## **Job Description**

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### **Title**

Part-time Community Participation Supports (CPS) Direct Support Professional

### **Department**

Host Family Program

### **Reports To**

Host Family Coordinator

Original Date: 2018-01-03    Revision Date:

### **Summary**

Reporting to the Host Family Coordinator, the Part-time CPS Direct Support Professional provides care to adults living with a primary Developmental Disability and secondary disorders. The Part-time CPS Direct Support Professional is responsible for monitoring and supporting the individuals within the Community Participation Supports Program, as required, in accordance with the CLGS Mission Statement which fosters “meaningful living for all people living with developmental disabilities”.

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

The Part Time CPS Direct Support Professional takes direction from the Full Time CPS Case Manager as well as the Host Family Coordinator.

### **Core Competencies**

- Advocating for others
- Collaboration
- Creative problem solving and decision making
- Fostering independence in others
- Initiative
- Interpersonal relationships 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 (vision, touch, balance, hearing and speaking) is essential for observation and communication
- Ability to work with many different types of people, to be empathetic and caring in emotional situations
- Ability to work both indoors and outdoors and attend community events, functions, activities
- Attention to detail and ability to sequence
- Orientation to person, place, and time and ability to focus on specific stimulus
- Long-term, semantic and declarative memory is required to recall training, technical skills, client handling and use of equipment/material
- Must be able to monitor schedule and prioritize tasks
- Attend staff training session for training courses essential to the health and safety of self, co-workers and supported persons. [i.e. ABA]

### Physical Demands

- Pushing, Pulling, Twisting, Bending may be required on a low or medium to high frequency for each shift [depending on site location]
- Sitting, Standing, Walking may be required on a moderate to high frequency for each shift
- Lift / Carry 10-50 lbs may be required on a low or medium to high frequency for each shift [depending on site location]
- Quick response to potential threat may be required on a low to moderate frequency for each shift [not daily]
- Quick response to evacuate premises and to potential environmental dangers [not daily]
- Regular use of hands and fingers to manipulate objects or equipment or to handle and feel to be able to provide care
- Operate / ride in a vehicle safely

- Attend staff training session for non-violent crisis intervention. Demonstrate ability to use physical techniques in annual training. (not daily)
- 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

- 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 alert and perform required duties as outline in the Part-time CPS Direct Support Professional job description and program specific assignment list.
- Drive a vehicle safely

## Client related tasks

- Work closely with adults living with a developmental disability and additional disabilities.
- Communicate with and care for several clients in a group setting, alone or with one other staff.
- Participate with necessary interviews, for the Life Plan process.
- Participate in the review of plans every 6 months.
- Facilitate community involvement whether they are social in nature, recreational or vocational
- 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 CPS learning goals for individual clients with corresponding timeframes
- Deliver CPS 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 CPS learning goals
- Assist clients with all issues related to their disability, including coping skills
- 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, including assistance with getting to and from the washroom.
- Assist clients with the safe administration of medication/administration of medication
- Plan and enact behaviour and health protocols
- Administration of oral and topical medications as required

## Health and Safety tasks

- Ensure the clients' safety while out in the community.
- Physically assist and support individuals that may suffer from seizures or are acting out.
- Work in a safe manner, fix and / or report any health and safety risks to Host Family Coordinator / Health and Safety Rep.

## Vehicle/Transportation

- Operate and drive agency vehicles and / or personal vehicle according to agency operational policies – wheelchair van, mini-van or other.
- Carry 6A endorsement (or alternative) on personal vehicle insurance with at least \$1 million liability.
- Maintain personal vehicle in safe condition.

## Relationships

- Escort and / or stay with clients in the community, at community activities or at a day program
- Build and maintain relationships with the individuals' guardians / family, health professionals, community organizations and other professional agencies
- Plan and follow-up on community activities and awareness.

## Administrative tasks

- Is assigned to various duties and client routines during the shift, according to CPS plan.
- To complete daily logs and progress records for clients assigned.
- To assist in orientation of new participants, staff, volunteers and students
- To contact the person on call, in the absence of the supervisor of the program, if an emergency situation arises
- To attend and participate in staff meetings.
- 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

## Supervisory Responsibilities

This job has no formal supervisory responsibilities; however, Part Time CPS Direct Support Professionals are expected to assist with orientation and guidance of new team members. Part Time CPS Direct Support Professionals generally do not have their supervisors on site during working assignments and are required to use sound judgment in decision making.

## Work Conditions

- Monday – Sunday day and early afternoon shifts.
- Shifts may be between 4 hours and 8 hours in length.
- Weekend work may be required dependant on the needs of the CPS program.
- Manual dexterity required to use desktop computer / tablets and peripherals
- Ability to attend individual person centered plans
- Physical fitness sufficient to deal with client physical assistance required and potential behavioural issues.
- Overtime may be required but only upon approval of the Host Family Coordinator / or delegate.
- 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

Employee name \_\_\_\_\_

Employee signature \_\_\_\_\_

Date \_\_\_\_\_