

January 2011

**JOB DESCRIPTION**

|                        |                                      |
|------------------------|--------------------------------------|
| <b>Position:</b>       | <b>Rehabilitation Support Worker</b> |
| <b>Reports to:</b>     | <b>Supervisor – Program Services</b> |
| <b>Accountable to:</b> | <b>Executive Director</b>            |

**SUMMARY:** Under the supervision of the Supervisor, the Rehabilitation Support Worker provides homemaking, personal care and attendant services to clients. The Rehabilitation Support Worker will implement established strategies and behaviour management programs in the course of providing service, under the general direction of the Supervisor and guided by the Rehabilitation Facilitator.

Services may be provided in a community setting or assisted living environment, for up to 24 hours per day/7 days per week

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The Rehabilitation Support Worker will reference service specific operations manuals and seek out direction from the designated Supervisor for further guidance with respect to roles and responsibilities.

**ROLES & RESPONSIBILITIES WILL INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

**Client Services**

- Build therapeutic rapport with clients
- Provide rehabilitation and/or support services on a continual basis as directed by the Supervisor and guided by the Rehabilitation Facilitator
- Work with clients in achieving goals as identified in the rehabilitation and support plans as directed by the Supervisor and guided by the Rehabilitation Facilitator
- Implement established protocols & intervention strategies including behaviour management programs
- Provide direct personal care and attendant care which may include; hygiene, medically prescribed supports, medication support, equipment use/care and cleanup of bodily fluids
- Provide homemaking services which may include; housekeeping, laundry, meal assistance, meal preparation, grocery shopping, budgeting, etc.
- Other tasks/duties/responsibilities as assigned

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**Communication**

**Written**

- Review relevant documentation in preparation of service provision
- Document observations in CSM, Log Book, or other related forms
- Communicate using email
- Other tasks/duties/responsibilities as assigned

**Verbal**

- Communicate with sensitivity and respect
- Demonstrate effective therapeutic rapport

**Operations**

- Participate in training & development
- Participate in regular supervision meetings with Supervisor
- Attend required meetings internal/external
- Complete required organizational forms; timesheets, expense sheets, etc.
- Communicate effectively with appropriate sensitivity
- Follow and adhere to all BISNO policies & procedures

**Health & Safety**

Employees are responsible and accountable for:

- Compliance with BISNO policies and procedures for risk identification, risk assessment and risk control, Workplace Violence, Slips & Falls Prevention
- Compliance with the Occupational Health & Safety Act
- Active participation in activities associated with workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Participate in mandatory training requirements; WHIMIS, Emergency Preparedness, Risk Management, PMAB, Self Protection, Routine Practices
- Adhering to safe practices regarding personal/attendant care requirements
- Use of appropriate personal protective equipment

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**QUALIFICATIONS:** Post Secondary Education related to Human Services field or equivalent. Minimum of 1 year experience human services or equivalent. Experience in providing personal care, homemaking services and attendant care.

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Experience in acquired brain injury rehabilitation, mental health, developmental disabilities and rehabilitation/independence training an asset. Valid 1<sup>st</sup> Aid/CPR, Non-Violent Crisis Intervention (NVCI) or Prevention & Management of Aggressive Behaviour (PMAB), Criminal Reference Check.

Valid Class G Driver's licence, clean driving record (Driver's Abstract), appropriate insurance and use of reliable vehicle required. This is a mandatory requirement of this classification for full & part time positions.

**ACKNOWLEDGEMENT**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

This classification falls within the National Automobile, Aerospace, Transportation and General Workers Union of Canada (CAW-CANADA), Local 229.

Employee:

Manager:

Signature:

Signature:

Date:

Date: