

SCHEDULE A

JOB DESCRIPTION RESIDENTIAL WORKER

Title: Residential Worker
Reports to: Senior Advisor; Operations and Research
Approved by: Jason LeBlanc, Executive Director
Date Approved: January 2019

Position Summary

The Residential Worker provides residential support and program services to clients at the Mamisarvik Healing Centre (MHC). A non-counselling role, the Residential Worker interacts with the MHC team in providing needed information or to communicate interactions and other situations that may become known to them through the course of their work and program activities.

Responsibilities

- Provide supervision and emotional support to residential clients
- Facilitate co-operative living and conflict resolution amongst residents
- Support residents to follow house rules and policies
- Deliver recreational programming
- Prepare group recreational plans either independently or through a multidisciplinary team approach and in conjunction with clients and staff
- Teach life skills e.g., cleaning, cooking, personal hygiene etc. as required
- Perform and/or supervise housekeeping duties and meal preparation
- Perform building security duties and spot checks as required
- Complete shift routines as directed by operational procedures
- Maintain shift exchange form
- Transports clients to/from appointments in a safe, time-saving, logistically sound and efficient fashion
- Works collaboratively with the Administrative Assistant to ensure off site needs are met for the clients
- Document client notes, incident reports, etc. as needed
- Work with the clinical team at Mamisarvik to provide regular updates on client's needs and challenges
- Attend and participate in regular team meetings and debrief sessions as scheduled
- Ability to work offsite during the on-the-land component of the program (overnight stays may be required)
- Reliable attendance is required
- Other duties as assigned and related to the position

Education and Experience

- Social Service Worker or Personal Support Worker diploma/degree OR significant related work experience
- Experience working in a trauma and addictions treatment setting

Knowledge, Skills and Abilities

- Knowledge of issues related to addictions, trauma, residential schools and forced relocation
- Ability to communicate effectively with clients in sometimes difficult situations
- Knowledge of and appreciation for Inuit culture and values and exemplifying Inuit Qaujimagatuqangit
- Excellent decision-making skills; ability to respond to emergency and crisis situations
- Ability to intervene as required to de-escalate conflicts and crises by helping to resolve disputes
- Organizational skills and ability to plan and schedule client's external appointments
- First Aid, CPR; ASIST, Non-Violent Crisis Intervention training, Safe Food Handling Course and other training as identified
- Fluency in English, written and oral required; fluency in Inuktitut, written and oral is a definite asset
- Valid Ontario driver's license required and without restrictions
- Comfortable with computers using MS Office, Internet
- Ability to obtain a police records check – vulnerable sector screening
- Ability to meet attendance required for work
- Strong teamwork skills

Working Conditions

- Comfortable office working environment and outside work and programming sites
- Potential exposure to crisis and risk situations
- Ability to work afternoon, overnight and weekend shifts