

**Job Class Profile: Co-operative Apartment Relief Worker****Pay Level: CG-25 Point Band: 456-489**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	4	4	4	3	2	3	1	5	
Points	93	67	25	19	90	43	62	21	54	474

**JOB SUMMARY**

The Co-operative Apartment Relief Worker performs general rehabilitative work in the care of residents at a Community Board operated Co-operative Apartment funded through government. Work involves assisting in the development and implementation of individual program plans and maintaining general care of developmentally, psychologically, physically challenged adults living in Co-operative Apartments. Work includes supporting functional skill development, behaviour shaping and therapeutic activities and maintaining high quality attendant care of residents. Work may involve actual demonstration of functional skills or particular behaviour techniques.

**Key and Periodic Activities**

- Assists in the development and implementation of individual program plans developed by a program committee. Assists in the functional skill development and behavioural shaping of residents. Provides information to the supervisor for liaison with Social Workers and/or Behaviour Management Specialists regarding the residents program plans. Attends program meetings as required.
- Provides high quality attendant care to residents either in a co-operative apartment environment or by participating in community activities.
- Completes required records such as daily log and activity, medication and incident reports.
- Reports any signs of illness or health hazards to the supervisor and, under their direction, dispenses medication. May be required to provide basic care to residents such as tube feeding, changing dressings, etc.
- Accompanies residents to medical appointments, outings and leisure and recreational programs as required.
- Supports and facilitates residents in appropriate personal, interpersonal and social behaviours, models appropriate behaviours in various situations and builds a positive relationship with the residents. Reports any incidents where personnel or residents are injured or where a significant behavioural upset occurs. Enforces established disciplinary procedures.
- Assists residents with hygiene, personal care and self-help practices as directed by the supervisor. Encourages and demonstrates practical health, safety and appropriate developmental practices as prescribed by the supervisor and other professionals.
- Assists residents in the preparation of meals and household maintenance and cleanliness.
- Participates in various training activities.

## SKILL

Knowledge
<p><b>General and Specific Knowledge:</b></p> <ul style="list-style-type: none"> <li>— Life skills.</li> <li>— Behaviour management.</li> <li>— Non-violent Crisis Intervention.</li> <li>— First Aid.</li> </ul> <p><b>Formal Education and/or Certification(s):</b></p> <ul style="list-style-type: none"> <li>— Minimum: High School Diploma.</li> </ul> <p><b>Years of Experience:</b></p> <ul style="list-style-type: none"> <li>— Minimum: Less than 1 year experience working with the resident population determined for the Co-operative Apartment.</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>— Communication skills.</li> <li>— Record keeping.</li> <li>— Computer skills.</li> </ul>
Interpersonal Skills
<ul style="list-style-type: none"> <li>— A range of interpersonal skills are utilized including listening to information from the supervisor regarding resident individual program plans; asking questions regarding resident individual program plans; providing routine information and direction to residents as well as care, comfort and nurturing; instructing, teaching and training life skills to residents and acts as a mentor by modeling appropriate behaviours in various situations.</li> <li>— Interaction occurs with employees and residents within the immediate work area; Co-operative Apartment Supervisor and occasionally with family members, doctors, teachers, social workers and behaviour management specialists.</li> <li>— The most significant contacts would be the residents and supervisor.</li> </ul>

## EFFORT

Physical Effort
<ul style="list-style-type: none"> <li>— Work demands occasionally result in fatigue, requiring periods of rest.</li> <li>— Lifting and moving may be required during the provision of quality attendant care to residents.</li> <li>— Work involves sitting to complete administrative duties such as record keeping while standing and walking are required to accompany residents to medical appointments, outings, leisure and recreational programs. Occasionally there is a need for strength to enforce established disciplinary procedures.</li> <li>— Fine finger or precision work is required to complete record keeping such as daily log and activity reports as well as medication and incident reports.</li> </ul>
Concentration
<ul style="list-style-type: none"> <li>— <b>Visual</b> concentration is required to provide high quality attendant care to residents either in a co-operative apartment environment or by participating in community activities; to complete</li> </ul>

<p>required records such as daily log and activity reports as well as medication and incident reports and to be aware of any signs of illness or health hazards.</p> <ul style="list-style-type: none"> <li>— <b>Auditory</b> concentration is required to interact with residents and build positive relationships.</li> <li>— <b>Repetition requiring alertness</b> is evident to model appropriate behaviours and to demonstrate functional skills or behaviour techniques.</li> <li>— <b>Time pressures and deadlines</b> exist to have reports submitted.</li> <li>— <b>Alertness for the health and safety of residents</b> is ongoing as work involves general rehabilitative work in the care of residents including supporting functional skill development, behaviour shaping and therapeutic activities and maintaining high quality attendant care of residents.</li> <li>— <b>Eye/hand co-ordination</b> is required to assist residents in the preparation of meals and household maintenance as well as to demonstrate functional skills and behaviour techniques.</li> <li>— <b>Exact results and precision</b> is required when completing records including daily log and activity reports as well as medication and incident reports.</li> </ul>
<b>Complexity</b>
<ul style="list-style-type: none"> <li>— Work involves a series of tasks and activities which are different but related to general rehabilitative work in the care of residents.</li> <li>— Typical challenges relate to the development and implementation of individual program plans and maintaining general care of developmentally, psychologically, physically challenged adults living in co-operative apartments.</li> <li>— References available to address typical challenges include departmental and co-operative apartment policies, procedures and guidelines (i.e. emergency procedures for crisis situations, disciplinary measures); the individual programs plans designed for each resident; the Co-operative Apartment Supervisor, Social Workers and Behaviour Management Specialists.</li> </ul>

## RESPONSIBILITY

<b>Accountability and Decision-Making</b>
<ul style="list-style-type: none"> <li>— Work is performed under the supervision of a Co-operative Apartment Supervisor and is reviewed through discussions, meetings, observation and formal evaluation of results achieved. Responsible for implementing individual program plans for residents.</li> <li>— Routine duties and responsibilities are performed independently while emergency/unusual situations are discussed with supervisor.</li> <li>— Supervisory approval is required to alter resident's individual program plans.</li> <li>— Independent judgement and initiative is exercised in the co-operative apartment environment.</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>— Results of work tasks and activities are directly felt within the co-operative apartment setting and on the residents cared for.</li> <li>— Results of work tasks and activities directly impact the health and safety of residents as work involves responsibility for the implementation of a resident's individual program plan.</li> <li>— Consequences of mistakes or errors are directly felt within the co-operative apartment setting as mistakes generally impact the health, safety and well-being of the residents.</li> </ul>

<b>Development and Leadership of Others</b>
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| <ul style="list-style-type: none"> <li>— Not responsibility for the supervision of staff.</li> <li>— May provide occasional advice and guidance to new staff.</li> </ul> |
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## WORKING CONDITIONS

<b>Environmental Working Conditions</b>
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| <ul style="list-style-type: none"> <li>— Some special precautions may be required to maintain the general care of developmentally, psychologically and/or physically challenged adults.</li> <li>— Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, injuries or occupational illness resulting in partial or total disability.</li> <li>— Exposure to odours, bodily fluids and waste while maintaining general care of developmentally, psychologically and/or physically challenged adults living in co-operative apartments.</li> </ul> |
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