

Position Title: **Direct Support Professional - Recycling**

Reports to: Recycling Manager

Date: Revised April 24, 2020

Approved by: Director of Operations

### **Overall Responsibility:**

The Direct Support Professional (DSP) will provide support to adults living with an intellectual disability. The DSP will work alongside of these individuals who are residents and/or participants to ensure that their quality of life is maximized. This will include providing support for all daily activities identified in participants' individual plans. This may include providing support in programs based at Gateway or in the community.

### **Core Duties:**

1. **Promotion of Personal Development:** Promote continuous learning for people that results in increased self-awareness, self-value, autonomy and self-advocacy. Facilitate and support informed personal choices and decision making. Assist to optimize communication skills.
2. **Relationship Modelling:** Awareness and modelling appropriate staff and supported individual boundaries. Coaching and supporting healthy boundaries in a variety of relationships and settings.
3. **Person Centered Planning:** Support individuals with their person centered planning process including providing support in pre-planning and follow-through on the plan.
4. **Promote Health and Well-Being:** In conjunction with individuals and their support networks, support the promotion and maintenance of health and well-being. This includes emotional, physical, spiritual and cultural needs and desires. Monitor and follow up on basic health and medical care, and administer medications accurately. Ensure that there is adequate supervision in identified risk areas. Recognize and report concerns of abuse or neglect.
5. **Safety:** Ensure that the property and equipment are maintained and used in a safe manner. Ensure that safety guidelines are followed in relation to working alone, physical requirements, storage of medications, handling food, hazardous materials, and the storage and disposal of refuse.
6. **Communication:** Maintain positive and effective communications with individuals and families, leadership team, co-workers, and the community-at-large.
7. **Prepare Documentation:** Complete necessary records and documentation in accordance with agency policy and procedures, Residential Care Licensing, and Manitoba Department of Families requirements.
8. **Community Involvement:** Play an active role in providing opportunities for relationships with families, neighbors and the community by creating opportunities, building individual's skills on how to maintain relationships, and teaching and assisting people to develop positive social interactions.
9. **Personal Financial Management:** Assist individuals with day-to-day management of their personal funds, including recording purchases and providing receipts.
10. **Professional Development:** Participate in professional development including training, participating in meetings, orienting new staff, ensuring positive and effective working relationships within the agency and community at large.

## **Direct Support Professional Role Responsibilities:**

- Coaching, modelling and mentoring participants/residents as we work alongside them in their daily routines and activities.
- Develop teachable moments in the midst of the day, building the individuals' skills and confidence in daily tasks and jobs.
- Provide coaching and assistance in daily routines – this may include assisting with feeding, dressing, assistance in the bathroom. Each individual has different abilities and support needs. This may include supporting individuals with the use of equipment such as wheelchairs, mechanical lifts. Training will be provided.
- Solving interpersonal conflicts in a positive manner enabling individuals to work together effectively.
- Support and follow plans as identified by the individuals support network.
- Work as part of an effective team, dealing with concerns as they arise, asking for assistance as required and developing personal skills with a focus to improve participant/resident success.
- Willingness to take courses.
- Provide assistance with medication where required following established protocols.
- Documentation and IR reports as required, as per policy.

## **Specific Duties:**

- Working alongside participants to model good work behaviours.
- Sort recycling products on the line, e-waste or on the recycling room floor.
- Cleaning work area which may include conveyor, depot, recycling pits and rollers.
- Moving sorting containers by hand or with a hand truck
- Assisting with shredding paper and separating books.
- May be trained to operate a forklift
- May be trained to operate the baler.
- May assist to collect recycling from the street with truck and trailer.

## **Competencies:**

- Building Relationships
- Developing Others
- Integrity
- Listening, Understanding, Responding
- Advocacy
- Quality of Service
- Professional Excellence
- Information Gathering & Analysis
- Self-Control
- Teamwork

## **JOB QUALIFICATIONS**

- Have a genuine interest in supporting people with intellectual disabilities
- Minimum grade 10 education and/or a combination of education and experience will be considered.
- Be 18 years of age or older
- Physical aspects of the job include lifting up to 20-50 pounds at a time, walking/standing, bending, twisting and kneeling.
- Have a valid Class 5 (minimum) MB Driver's License and use of personal vehicle when required.
- Emergency First Aid/CP with AED training or be willing to take the training.
- Provide a criminal record check without concerns to the work environment
- Complete an Adult Abuse Registry Check without concerns to the work environment
- Health Care Aid and/or previous experience in the social setting field is preferred but not required.
- Be motivated and willing to work as a team and able to work independently
- Have strong English verbal and written communication skills. Second language skills are an asset.