**Job Description**

**1:1 Direct Support Person**

**FamilyHome Program/Community Participation Supports**

**Qualifications:**

* Post-secondary education in a related field or equivalent experience in the field
* Previous experience working with individuals with disabilities and dual diagnosis an asset
* Self-starter willing to take initiative and responsibility
* Excellent oral and written communication skills
* Excellent planning, organizational and time management skills
* Ability to work independently as well as part of a team
* Ability to be flexible and adaptive
* Knowledge of local community and resources

**Role:**

The Direct Support Person is accountable to the person they support and is a representative of Extend-A-Family in the community. They  will use their skills to provide an individualized and person-centered approach to supporting the person in the community or at home.  The approach will focus on personal wellbeing, fun, relationships, community connections, companionship, safety, and strategic emotional and behavioural support.

**Responsibilities and functions:**

Reporting to the designated Support Coordinator (FamilyHome), and being accountable to the supported individual and their FamilyHome Providers (family), the Direct Support Person will:

Person Centered Duties:

* Assist the person to establish goals and create their Personal Support Plan and achieve outcomes related to their PSP.
* Research and work alongside the person to pursue connections and relationships in community, with other people, groups, places and events.
* Support the person to plan, develop and participate in activities related to leisure and recreation, social, vocational, educational, life skills and independence.
* Support the individual in maintaining optimum physical, emotional, and mental health.

Communication and Interaction:

* Share pertinent information with respect to people’s circumstances including routines, health and emotional status, dreams and goals, and significant incidents with FamilyHome Providers and Support Coordinator
* Promote teamwork and work cooperatively with all team members
* Act as a role model and advocate in a positive and professional manner

Administration Duties:

* Adhere to relevant EAF and Ministry guidelines, policies and procedure
* Participate and/or renew in training and staff development opportunities as requested / required by EAF or Ministry or for compliance purposes
* Promote growth of an organizational culture that is both inclusive and anti-oppressive
* Participate in team meetings and annual review meetings as scheduled
* Attend supervision meetings
* Submit detailed and informative logs as requested by supervisor
* Review goals quarterly and adjust as necessary (and amend PSP accordingly)
* Record financial transactions and provide statements in accordance with fiduciary responsibilities

Accept Additional Duties:

* Other duties as assigned or required.

**Core Competency - Qualifications:**

1. Advocating for Others (AFO) • Definition: Individuals demonstrating the competency “Advocating for Others” show through their behaviours an inclination to champion a cause or issue and try to get others to support it (i.e., trying to win the support of others).

 • Target Level Description: Level 3 -“Calculates Impact Of Actions Or Words”

2. Collaboration (COLL) • Definition: Collaboration Is about communicating with others both within one’s team as well as with individuals, agencies and organizations outside one’s immediate work area or span of control (e.g., with community partners and stakeholders) to create alignment within and across groups. It is not only encouraging but expecting collaborative efforts and information sharing across agency/organizational lines toward shared outcomes • Target Level Description: Level 3 - “Encourages Others”

3. Creative Problem Solving & Decision Making (PSDM) • Definition: Creative Problem Solving and Decision Making is the demonstration of behaviours that enable one to identify and solve problems by understanding the situation, seeking additional information, developing and weighing alternatives, and choosing the most appropriate course of action given the circumstances. Problems can be solved by breaking the issue into smaller pieces or by identifying patterns or connections between situations that are not obviously related. It involves the willingness to and demonstration of behaviours associated with taking a creative approach to problems or issues. It includes “thinking outside of the box” to go beyond the conventional, and to explore creative uses of resources. • Target Level Description: Level 3 - “Understands and acts on basic relationships”

4.Relationship/Network Building

 Relationship/Network Building is about building and maintaining effective and constructive working relationships, partnerships or networks of contacts with people who are, or might someday be, instrumental in achieving work-related goals. It is the desire to work co-operatively with all stakeholders to meet mutual goals. It includes demonstrating strong interpersonal relations where one interacts with others in ways that advance the work of the agency/sector by developing respect, trust and mutual understanding, and productive working relationships. It involves awareness that a relationship based on trust is the foundation for success in delivering results.

Target Level 3: Proactively establishes planned networks to address specific issues

5. Initiative (INT) • Definition: Initiative is about taking action, proactively doing things and not simply thinking about future actions. The time frame of this scale moves from addressing current opportunities or problems (being reactive) to acting on future opportunities or problems (being proactive). People with this competency are action-oriented – they act in the present to create value in the future. • Target Level Description: Level 3 - “Thinks and plans ahead”

6. Interpersonal Relations & Respect (IRR) • Definition: Interpersonal Relations and Respect involves dealing with people in a respectful and sensitive manner. It implies truly listening, understanding, accepting and respecting the opinions, feelings, perspectives and motivations of others. It is also the demonstrated willingness to use this knowledge to shape one’s own responses and to show a concern for the welfare, dignity and feelings of others. • Target Level Description: Level 3 - “Effectively uses empathy”

7. Resilience (RES) • Definition: Resilience involves maintaining stamina and performance under continuing stress, and to act effectively under pressure. It includes bouncing back from disappointments or confrontations, not letting them negatively influence ongoing performance. Resilient people consistently display determination, self-discipline and commitment in spite of setbacks or lack of support, and a willingness to take a stand when appropriate. • Target Level Description: Level 4 - “Delivers results with a high level of consistency over a long period of time