

Position Description

The fundamental role of the CCDSP is to ensure organization and administration of the home. This position requires the employee to be independent and possess leadership abilities. The CDSP will balance their duties with frontline work and provide primary supervision of Support Workers. The CDSP is the point of connection for a Service Manager to gain information specific to one of their homes. The CDSP is an important member of a team that works with individuals with disabilities to have a quality of life in areas including: daily living, recreation and leisure and community inclusion.

Responsibilities

Direct Service

- Assist with arrangements for individuals to achieve full potential in employment, community, social and residential environments.
- Act as an advocate for individuals when needed.
- Ensure individuals are satisfied and daily needs are met.
- Motivate frontline Support Workers and work effectively with them through training and demonstration.
- Training and Modeling how to follow through the areas of:
 - Positive Behaviour Support
 - Choice and Decision Making
 - Restrictive Procedures
 - Abuse Prevention and Response Protocol
 - Human Rights
 - Personal Care
 - First Aid
 - Emergency Procedures. IE; practice fire drills
 - Any Specifics pertaining to individuals, homes and programs
- Ensure Support Workers have the skills to assist individuals to maintain and build relationships:
 - Create opportunities that provide situations in a dignified and private manner.
- Responsible for ensuring that personal care is provided in a dignified and private manner.
- Light housekeeping and meal preparation.
- Grocery pick up and proper storage of foods.
- Responsible for in-house training, ongoing coaching and evaluation of staff.
- Model workplace health and safety and ensure all requirements are being met.
- Administer First Aid.
- Arrange for medical appointments when needed and ensure staff are aware and designated to attend if not attending personally.
- Monitor and models use of best practices.

Administrative

- **Communication**
 - Professional communication with families, professionals, support workers and supervisors, including necessary follow-up.
 - Maintain, monitor and send accurate documentation and records to Service Managers including: Medication Administration, Client Log Books, Support Worker Contact Notes, Community Access Records, Monthly Health and Safety Logs, Individual Service Plans and Behaviour Programs/Strategies.
- **Planning**
 - Involved in the creation and implementation of an Individual Service Plan which supports individuals to reach personal goals which meet CET Standards.
 - Involved in the development and creation of a behavioural program or strategy specific to behaviours of concern which meet CET standards.
- **Meeting**
 - Alongside Service Manager, participate in review of meetings with individuals and their extended supports. IE; Vocational/Recreational Reviews and School Reviews.
 - Communicates results of above meetings to frontline Support Workers.
 - Participate in a CDSP Meeting with Service Managers.
- **Professional Development**
 - Attend workshops, presentations, seminars, etc., would enhance work practice.
 - Maintain annual certifications in: Medical Administration, First Aid & CPR, Emergency Procedures, and SIVA.
- **Monitoring**
 - Ensures individual service plans/goals are implemented by community support workers.
 - Ensures behavioural program or strategy specific to behaviours of concern are implemented by community support workers.
 - Review and submit incident reports to Service Managers. Ensures follow through with recommendations of report.
- **Human Resources**
 - Coordinate with Service Managers emergency relief.
 - Attend and/or provide input to Service Managers regarding staff performance appraisals. IE; 3 month evaluations for probationary staff and annual evaluations for permanent staff.
 - Participate in home specific orientation process for new hires.
 - Documents Support Worker concerns and communicates them to Service Manager and Human Resources.
- **Crisis Response**
 - CDSPs/Service Managers are first to respond to crisis if frontline Support Workers feel that the client's or their own safety is at risk.
 - If the CDSP/Service Manager cannot be on the scene within 20 minutes, the CDSP/Service Manager is to make sure that the emergency services are called.
 - The CDSP/Service Manager informs guardian of the crisis situation.
 - Ensures that all documents such as logbook and the Critical Incident Report 1 is completed and sent to the Service Manager. Critical Incident Report 2 is completed by the Service Manager. These 3 documents are sent to the funding body (PDD or FCSS) and to Entrust Ault Inc. Executives.

Qualifications

- **Education**
 - Minimum Certificate in Human Services or related field with preference given to applicants with a Diploma.
 - A combination of experience and education will be considered.
 - First Aid & CPR Certification.
 - CYIM and Police Clearance.
 - Own vehicle, with a class 5 Driver's License and liability insurance of one million.
- **Personal Attributes**
 - Integrity and Honesty in all relationships.
 - A relationship builder through communication and demonstration.
 - A leader who holds their team accountable and adheres to the highest standards set out by Entrust.
 - Kind, patient, caring understanding mature and trustworthy.