



## Employment Opportunity

# Live-In Home Support Worker

## Quick Response Program

**Term 3 months (Grid 13)**

### Position Summary:

The Live-In Home Support Worker is a member of the residential team which is responsible for the direct care of youth placed with Pacific Community Resources Quick Response Program. The program provides short-term (six - eight weeks) assessment and stabilization services to youth in the Fraser Region who are at high risk to harm themselves or others. Core responsibilities include: assisting in stabilization by providing basic care and supervision to youth, on and off site; participating in the assessment and planning for each youth; and taking a leadership role in organizing household duties. This position requires a sound understanding of both normal and delayed or problematic development and behaviour, levels of care and standards.

This position is a live-in position for seven days in a 14 day period, and provides a supportive role to shifted Residential Support Workers. Adherence to standards of professional practice and ability to work independently within a team framework is essential. All Live-In Home Support Workers receive free room and board during work periods. It is expected that Live-In Home Support Workers will receive breaks from the house on a daily basis, as conditions permit.

### Primary Duties:

#### 1) Maintain a Safe and Supportive Environment and Provide a High Standard of Basic Care:

- Assist in admission and orientation routines for new admissions.
- Conduct safety inspections of belongings in line with agency policies, to help ensure that sharp objects, drugs, etc., are not brought into the house.
- Participate in the development of a care plan for each youth in the program.
- Administer medications to youth in accordance with program policy and procedures.
- Assist in planning and managing daily structure and routines (i.e., wake-ups, school, meals, daily chores and tasks, bedtimes, etc.).
- Involve youth in enhancing and developing various living skills, such as: meal preparation, cooking, budgeting, shopping (food, clothes, etc.), gardening, hygiene, etc.
- Monitor activities of youth on and off site, unless directed otherwise by care plan or management strategies.
- Act as a positive role model for youth and assist youth in developing values of honesty, self-assertiveness, respect for others, a democratic viewpoint, lack of dependency on drugs, alcohol and self-abusive behaviour.
- Apply a range of behaviour management strategies, consistent with: logical consequences, standard practices, and agency policy.

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- Identify potential crises and take steps to intervene effectively to prevent and/or diffuse these situations.
- Support youth toward the completion of goals established by the youth and QRP team.
- As part of the team, takes responsibility for monitoring the health of the youth and recommending appointments with relevant professionals, as necessary.
- Transport youth to and from appointments and activities.
- Monitor visits by family/friends of youth.
- Organize and participate in the provision of developmentally appropriate activities.
- Comply with agency financial policies and program petty cash procedures.
- Maintain good safety practices and employ a preventative approach.
- Identify and manage Unusual Occurrences according to agency policy.
- Handle emergency situations in accordance with policy, including documentation.
- Maintain communication through prescribed documentation and verbal reports.
- Assist in discharge planning.

**2) Assist in the Completion of a Comprehensive Assessment on Youth Involved in the Program:**

- As required, timely completion of checklists, questionnaires, interviews, exercises, written and verbal reports, etc., in relation to understanding the youth and their perception of the world around them.
- Assist in the evaluation of care plans and management strategies.
- Assist youth in exploring their actions and reactions to various situations, and assist them in identifying possible alternatives.
- Participate in the evaluation of social skills, life skills, strengths/resiliency, problem-solving abilities, coping patterns, etc.
- Monitor youth's response to medications and alerting the Psychiatric Nurse/Program Supervisor as required.
- Timely written and/or verbal reporting of information relevant to the formal assessment of each youth, including: observations, communication from other service providers or families, comments or reports from youth, etc.
- Proactively assist youth in making an effective transition to the next resource.

**3) Leadership in Organizing Household Duties:**

- Organize and assist in the completion of household tasks (i.e., meal planning; food purchasing and preparation; house cleaning; maintenance; etc.).
- Assist in preparing a room for new admissions.
- Assist in evaluating the clothing needs for youth and in the shopping of new clothing as necessary.
- Contribute towards maintaining the house and grounds.
- Encourage and supervise participation of youth in house/grounds maintenance, in line with abilities, through promoting a sense of pride and spirit among residents.



- Assist in the completion of safety inspections of the house and making recommendations for repairs and improvements; reporting other safety issues regarding the house and grounds as they arise.

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**4) Contribute to Team Performance:**

- Manages own time efficiently and works independently within a team framework.
- Communicate effectively and professionally within the team, including positive and critical feedback.
- Communicate professionally with other service providers, families/friends of the youth and members of the community.
- Consults with other QRP team members, and other relevant resources.
- Seek to continue professional development.
- Maintain First Aid, CPR, and basic physical safety skills.
- Attend and participate in staff meetings, committee meetings and agency staff meetings, as required.
- Understands the stresses of the job and takes steps to prevent stress (burn-out).

**5) Performance of Duties in Accordance With Accepted Standards of Practice:**

- Punctuality in reporting to work.
- Documents all relevant information in the clinical file in accordance with program standard practices.
- Maintain clinical files in accordance with program standards.
- Timely completion of administrative reports (i.e., time sheets, petty cash receipts, etc.).
- Carries out other administration tasks as assigned.
- Maintains good awareness of agency policies, including periodic review of agency manuals.
- Participate in periodic reviews/evaluations of program structures.
- Makes recommendations to improve program effectiveness and efficiency, as appropriate.
- Assist in orientation of new staff and auxiliary workers.
- Assist in the orientation, training, supervision and evaluation of practicum students and volunteers.
- Conduct aftercare activities (contact with youth after discharge, consult with new resource, etc.), as directed.
- Conduct follow-up activities (outcome evaluation surveys, etc.), as directed.
- Other duties as assigned.

**Academic and Job Experience Required:**

BSW or B.A. in a related field plus 1 year experience, or 2 year child and Youth Care Diploma plus two years' experience or the equivalent, or 4 years' experience working with high risk youth.

**Basic Requirements:**

- Criminal Records Check including the vulnerable sector



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- Valid Level 1 First Aid Certificate will be an asset.
- Tuberculosis and Medical Clearances
- Class 5 B.C. Driver's License with Driver's Abstract
- Use of own vehicle in good repair and three million liability insurance(Paid Mileage)
- Clear and Concise Communication Skills, both Verbal and Written

**Desired Requirements:**

- Residential experience with youth.
- Sexual abuse training
- Substance abuse training
- Learning disabilities training including FASD, ADHD, Early Childhood Education, Special needs
- Knowledge of attachment theory
- Second language prevalent in the Fraser Region
- Other skills/certification in recreation or arts

**IMMEDIATE SUPERVISOR:**

- Jeet Dhaliwal, Supervisor, Quick Response Program

**Salary Range:** \$22.74/hour – \$25.88/hour

**Closing Date:** Close of business (4:30 pm) on September 1, 2017

**Send Cover Letter and Resume to:** [resumes@pcrs.ca](mailto:resumes@pcrs.ca)

ATTN: Jeet Dhaliwal, Supervisor, Quick Response Program

Please quote " Live-In Home Support Worker -QRP" on your cover letter  
and in the subject line of emails.

*Resumes without cover letters will not be accepted.*

Only those qualified for an interview will be contacted.