

Wequedong Lodge of Thunder Bay

Residential Care Worker

Position Description

1) **Position Summary:**

The Residential Care Worker is primarily responsible for the provision of services to clients. This position entails that the worker provides and/or arranges for accommodations (including meals), transportation (arrivals, departures, and appointments), translation, and referral services. The Residential Care Worker reports to the Field Supervisors.

2) **Qualifications:**

The Residential Care Worker must have attained a one-year or two-year community college certificate and/or a diploma in the Social Services field.

The Residential Care Worker must have a minimum of two (2) years direct work experience with native people in a residential care setting.

The Residential Care Worker must have demonstrable and proven abilities in office work, computer literacy, language (proficiency in a native language for translation purposes), client supervision, writing, and emergency first aid care.

The Residential Care Worker must have an adequate understanding of medical terminology.

The Residential Care Worker must have an understanding and appreciation of native culture.

The Residential Care Worker must be able to meet the physical demands of the job. The Residential Care Worker must be able to lift a minimum of 40 pounds.

The Residential Care Worker must have a valid Driver's License and First Aid/CPR Certificate.

An equivalent combination of experience and education may be considered.

3) **Duties and Responsibilities:**

The Residential Care Worker participates and contributes to regular staff development and monthly staff meetings.

The Residential Care Worker will review and maintain active files, record forms, the daily appointments and activity board, and will perform general office duties as required.

The Residential Care Worker is responsible for Lodge maintenance, light housekeeping duties, laundry, kitchen duties, minor repairs, and outdoor maintenance.

The Residential Care Worker will maintain the cleanliness of the vehicles and to record use of the vehicles in the Trip logbook.

The Residential Care Worker is responsible for client intake, supervision, assigning rooms, providing orientation to lodge clients (orientation includes information on accommodations, transportation, translation, and referral services), and by enforcing the Lodge rules and procedures.

The Residential Care Worker will be given the appropriate training for the Client Intake Database. It was mandatory for the Residential Care Worker to use this system for the intake process of clients.

The Residential Care Worker is responsible for the provision of transportation to and from medical appointments and for arrivals and departures.

The Residential Care Worker will liaise with medical personnel and Lodge clients on an "as required" basis.

The Residential Care Worker must wear the required work uniform at all times.

The Residential Care Worker is responsible for completing the client profile and informing the cook of dietary needs.

The Field Supervisors will assign other duties and responsibilities deemed necessary to the Residential Care Worker on an on-going basis.