



X'PEY CAREGIVER JOB POSTING

POSITION REPORTS TO: House Manager

GENERAL:

In accordance with applicable legislation, regulations, standards, the Residential Caregiver is responsible for the day-to-day care of clients placed in the X'pey Lelum homes. This includes ensuring the safety and wellbeing of clients and promoting their development. A key component of this job is to assist clients in their physical, social, emotional, and daily life skills development and to enhance their quality of life with social, cultural and recreational activities.

The Residential Caregiver will ensure services are provided within the context of the client's care plan and respects the client's spirit, dignity and individuality.

KEY DUTIES AND RESPONSIBILITIES:

1. **Client Supervision:** Provide general supervision within the home setting and while out in the community to ensure the safety and wellbeing of clients;
2. **Caregiver:** Fulfill the role and responsibilities of a caregiver as set out in a client's care plan and in accordance with provincial legislation and standards;
3. **Support & Encouragement:** Acting as a positive role model, provides stable companionship and constructive support in all matters personal, health and emotional;
4. **Cultural Agility:** Regardless of one's background, caregivers will work respectfully, knowledgeably and effectively with the Coast Salish children, families, service providers and community members, and create cultural safety for the clients and other Coast Salish people with whom caregivers come into contact with.
5. **General Health Care:** Supports client with appointments (medical, dental, counselling, assessments, etc.) fill client prescriptions and oversee the administering and dispensing of medication;
6. **Food Services:** Shops for groceries, prepares or provides nutritious meals for breakfast, lunch and dinner, and snacks with consideration to the personal preferences and Indigenous cultural background; plans a 4-week menu; encourages the involvement of clients in meal preparation; and ensures that all food is safely prepared, stored, served and handled;
7. **Personal Care:** Ensures clients are bathing, grooming, dressing and toileting appropriately;
8. **Transportation:** Using the Kw'umut Lelum Child and Family Services fleet of vehicles, drives clients to and from community activities and programs, appointments, family visits, and other outings as the case may be.
9. **Emergency/Crisis Response:** Recognizes and responds appropriately to crisis and emergency situations, which may include aggressive or violent behaviour by clients and emergency medical situations to ensure no harm comes to the client and/or the public; Reports all emergency and crisis situations to the House Manager or General Manager immediately.
10. **Case Management:** Where and when required, participates in case management meetings to plan and respond to the safety and wellbeing of clients, which may include planning and responding to a client's need for safety, personal wellbeing and effectiveness, education and community life functioning;
11. **Clean & Organize:** Performs general cleanup and sanitization of all areas of the Xpey Lelum home, including all interior and exterior areas, and keeping the exterior/interior of workplace vehicles clean. This responsibility includes:
 - a. Encouraging and assisting clients to maintain their rooms in a safe and dignified manner;
 - b. Managing routine upkeep of exterior areas, green space and parking lots;
 - c. Collects and appropriately disposes of refuse, recyclables, broken equipment and furniture;
 - d. Purchases household, yard and gardening needs; and



- e. Performs minor repairs on buildings, grounds, furniture and other equipment.
- 12. **Communication:** Maintains written notes of clients' daily activities, progress, behaviour, and incidents of concern, whereabouts and personal needs using communication book and client's daily notes. Ensures that all required documentation is complete and accurate before the end of shift and provides a verbal debrief to coworkers at the start and end of every shift. Reads and initials the Communication Books and Daily Notes for every shift worked and ensures awareness of and changes in client's care plans and operational procedures.
- 13. **Compliance:** Follows provincial legislation, regulations and standards when working with clients, including but not limited to:
 - a. *Child, Family and Community Service Act (CFCSA)* and the CFCSA regulation;
 - b. Standards for Staffed Children's Residential Services;
 - c. Standards for Foster Homes;
 - d. *Community Care and Assisted Living Act (CCALA)*;
 - e. CCALA Residential Care Regulation; and
 - f. Any policy or practice directives issued under the authority of the CFCSA, CCALA and Kw'umut Lelum Child and Family Services,
- 14. **Administrative Duties:** Operates office equipment such as: computers, photocopiers, fax machines and printers; maintains complete records for each client.; answers phone and/or in-person inquiries and routes to appropriate staff if required. Responds to routine queries regarding the homes and services provided.
- 15. **Other Duties:** Performs other related duties as required.

QUALIFICATIONS:

At minimum, a diploma in Child and Youth Care, Social Work, Criminology or equivalent training/experience
Experience in a group home setting an asset

JOB REQUIREMENTS:

First Aid Certificate – EMERGENCY COMMUNITY CARE
Negative TB Skin/screening result
Medical note with a fit to work designation
Valid Driver's License
Up-to-date Immunization Record

Please apply by sending your Cover Letter and Resume to:

Human Resources: Maria Kerman mkerman@kwumut.org