

Individual Support – Subsidiary 9

APS Benchmark Listings

Sub.	Bench- mark No.	Department	Working Title Job Title	Know-How				Creativity/ Problem Solving		Responsibility		Total Points
				Prof./ Cont.	Comp. Div.	H.R. Skills	Points	%	Points	Profile	Points	
Individual Support 2 (Point Range 192 - 227)												
009	094IS01	Human Services	Community Rehab. Worker	C+	I	2	132	29	38	R1	43	213
009	094IS02	Human Services	Residential Health Care Worker	C+	I	2	132	25	33	R1	38	203
Individual Support 1 (Point Range 135 - 191)												
009	093IS03	Human Services	Therapy Assistant	C	I	2	115	25	29	R1	33	177
009	093IS04	Human Services	Lifestyle Options Worker	C	I	2	115	22	25	R1	29	169
009	093IS05	Human Services	Residential Care Worker	C	I	2	115	22	25	R1	29	169
009	093IS06	Human Services	Houseparent	C-	I	2	100	22	22	R1	25	147

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Benchmark Evaluation - 094IS01

Identification Section

Working Title:	Community Rehabilitation Worker
Department:	Human Services
Division, Branch/Unit:	PDD
Reports To:	Rehabilitation Practitioner
Levels to D.M.:	6
Job Description:	094IS01
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Individual Support
Job Code:	094IS - Individual Support 2

Comments on Role

The Community Rehabilitation Worker cares for approximately six (6) developmentally disabled adults in a specialized group home environment or community access program. Position coordinates and facilitates an individual's involvement in the community and provides for their basic care and health needs.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C+I2 132	29% 38	R1 43	213

Comments on Evaluation

- **Knowledge:**

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Professional/Content Knowledge:

- Position requires experience working with disabled individuals and in-service training in order to administer medications. Position must understand needs, behaviours and challenges of the individual in order to engage community members toward meaningful volunteer or work placements. Must be able to operate specialized equipment such as feeding pumps and augmentive communication devices.

Complexity and Diversity:

- As a member of a multi-disciplinary team, the Position needs to be aware of the work of others (i.e. Psychologist, etc.) and the impact on the individuals they provide service to. Position acts as a key liaison between the individual, their families, guardians, significant others, employers, and medical care providers.

Human Relations Skill:

- An aptitude and interest in interacting with developmentally disabled individuals is important for success in this Position. Focus is on observing, communicating, reasoning and influencing behaviour of individuals. Requires a high level of human relation skills.

- **Creativity/Problem Solving:**

Based on an understanding of individual and of community opportunities for volunteer and work experience placements, the Position is required to research, contact and follow-up to make placements happen. **Placements are governed more by the unique needs of an individual than by established guidelines.** The Position independently delivers health care treatments in accordance with procedures. Position must recognize and report observable changes in the health of individuals. Latitude is given to make changes to daily routines due to different situations, which may be encountered. Assistance is available by contacting off-site Supervisor when required.

- **Responsibility:**

Position is focused on program delivery providing community inclusion opportunities to and ensuring the health of developmentally disabled individuals.

Last Reviewed:

Last / Update: 2015-05-25

Job Description - 094IS01

Identification Section

Working Title:	Community Rehabilitation Worker
Department:	Human Services
Division, Branch/Unit:	PDD
Reports To:	Rehabilitation Practitioner
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Community Rehabilitation Worker cares for approximately six (6) developmentally disabled adults in a specialized group home environment or community access program. Position provides direct individual care and supervision, implements rehabilitation holistic programs and performs group home maintenance. Position works all shifts.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Optimum level of personal fulfillment, quality of life and community inclusion for individuals:**
 - Promotes all aspects of community living and participations for individuals served. This may include volunteer placements, work experience placements, holiday/vacation planning, promoting visits to and by family/significant others.
 - Researches and secures volunteer placements and other community inclusion opportunities

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for the individuals served.

- Awareness and knowledge of activities and services in the community compatible with inclusion and the participation of the individual(s) supported.
- Accompanies individuals on community based functions/activities and medical appointments.
- Familiar with holistic approach to programs and healthcare support for individuals.
- Implements prescribed training programs for individuals with high needs.
- Thinks of new approaches or strategies to address individual's behavioural problems offering ideas to the Psychologist.
- Assists individuals with personal care that includes: bathing, feeding, dressing, toileting, and dental hygiene.
- Prepares food/meals and performs laundry needs, wheelchair maintenance, grocery and personal shopping.
- Collects and records relevant information on each shift according to group home routines.
- Makes arrangements for augmentative communication device repairs.
- Establishes and maintains a positive rapport with individuals served with keen awareness of their needs.

2. Quality health for individuals:

- Administers prescribed medications and treatments. Includes ordering/verifying medications.
- Monitors health status of individuals served including observation of physical and behaviour changes.
- Reports concerns and observable changes in individuals' conditions and behaviours to Supervisor.
- Relays lab result (i.e. blood/urine) to Physician or Specialist for treatment.
- Follows documented seizure protocols, completes critical incident reports and medication error reports as required.
- Documents observations in health care notes, compiles monthly reports and sends to

parent/guardian.

- Participates in Occupational Health and Safety (OH&S) audits/site inspections in the homes to ensure individual and staff safety is maintained. Includes taking corrective action for unsafe situations/issues.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Community access program services are provided to 60 persons with significant developmental disabilities. Position is an equal member of an multi-disciplinary team. Position provides significant relationship and social development to individuals to enrich their quality of life while providing emotional and social support. Position works with individuals both in the group home and in the community.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position interacts in an ongoing and significant way with individuals, providing assistance and support to daily living. Position networks with contacts at potential placement sites, family members, significant others, support workers and healthcare professionals. Must promote a pleasant and respectful atmosphere.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Position implements prescribed programs for individuals experiencing a range of behavioural challenges.
- Position requires knowledge of administration of medication, treatments and first aid

- Must be able to carry out repetitive lifting of individuals.
- Requires written and verbal communication skills, and operates simple machines, lifting/adaptive equipment, and augmentive communication devices.
- May require a valid driver's license and a license upgrade to transport individuals in specialty vans.
- Requires some experience with, and an aptitude for working with developmentally disabled individuals.

Organization

(Working titles of positions reporting directly to this position.)

This position has no supervisory responsibilities.

Last Review / Update: 2015-05-25

Subsidiary 9

Benchmark Evaluation - 094IS02

Identification Section

Working Title:	Residential Health Care Worker
Department:	Human Services
Division, Branch/Unit:	PDD
Reports To:	Home Coordinator
Levels to D.M.:	6
Job Description:	094IS02
Minimum Recruitment Standard:	See the Minimum Recruitment Standards for Individual Support
Job Code:	094IS - Individual Support 2

Comments on Role

This Position provides health related care and assistance to individuals with developmental disabilities by administering medication, minor treatments and monitoring. The Position is also a primary care provider completing several tasks to meet the needs of individuals. Responsibilities include escorting individuals to their medical appointments, leisure activities and outings, observing/recording behaviour and participating in the development of the Lifestyle Plans.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C+I2 132	25% 33	R1 38	203

Comments on Evaluation

- Knowledge:**
Professional/Content Knowledge:

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- Position requires completion of in-service courses in the administration of medication, cardiopulmonary resuscitation and first aide. Must have a working knowledge of restrictive medical procedures and must be able to carry out routine para-medical treatments. Position requires knowledge of several daily routines governed by standard operating procedures and the Individual Lifestyle Plans. Skill in the use of specialized techniques and equipment for certain activities such as lifting, moving and feeding are required.

Complexity and Diversity:

- Position must be aware of the health and well-being of the individuals that they are responsible for. Position works on a rotation basis in different environments with individuals of varying levels of functionality and need.

Human Relations Skill:

- An aptitude and interest in interacting with developmentally disabled individuals is important for success in this Position. Focus is on observing, communicating, reasoning and influencing behaviour of individuals. Requires a high level of human relation skills.

- **Creativity/Problem Solving:**

Well-established Lifestyle Plans, standard procedures, guidelines and practice guide the Position. The Position independently delivers health care treatments in accordance with procedures. Position must recognize and report observable changes in the health of individuals. Latitude is given to make changes to daily routines based on different situations encountered in the home. Solutions to problems are found through job related knowledge and/or experience. For **more serious** medical situations assistance is available.

- **Responsibility:**

Position is focused on program delivery providing health and direct care to developmentally disabled individuals.

Last Reviewed:

Last / Update: 2015-05-25

Job Description - 094IS02

Identification Section

Working Title:	Residential Health Care Worker
Department:	Human Services
Division, Branch/Unit:	PDD
Reports To:	Home Coordinator
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Residential Health Care Worker supports the provision of quality health care services by performing routine para-medical treatments and administering medications. Position also performs all routine home care functions including the care and supervision of individuals with developmental disabilities within a home environment. This Position is responsible for supporting individuals in all areas that improve their quality of life.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. **Quality health for individuals:**

Administers prescribed medication and treatments.

Observes physical changes in health and the effects of treatments, and responsible for maintaining up-to-date health records/file of the individual (e.g. weights, seizure records, etc.).

Administers simple health care procedures such as foot soaks and diabetic monitoring, checking and treating minor injuries, and collecting specimens.

Assists health care professionals with preventive care. Position will notify the Nurse of more serious injuries, health conditions and behavioural changes.

Assesses and responds to health care needs and emergency situations in accordance with established policies and

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procedures.

Arranges and accompanies individuals to doctor, Health Care Coordinator, dentist and off-site appointments.

Requests pharmacy and lab supplies for individuals.

2. **Quality life and relationships for individuals:**

Provides input into and assists in the continuous improvement of all aspects of the individual's quality of life including input into Lifestyle and Service Plans and restrictive program reviews.

Ensures the care, safety, well-being and support of individuals in all aspects of their daily needs.

Familiar with individuals and aware of their needs. Plans and implements personal, recreational, leisure and social activities and outings that meet individual needs. This may include transporting individuals by the most appropriate means.

Assists individuals to develop and maintain a support network.

Actions the Lifestyle Plans in accordance with established standards and procedures.

Completes monthly summaries and prepares for annual review meetings with the assigned individuals in collaboration with their supervisor.

Ensures provincial rehabilitation professional standards are upheld.

Provides lead-hand support for dysphasia or lifting/moving systems as well as ensuring maintenance of associated machinery.

Participates in Occupational Health and Safety (OH&S) audits of the home and adheres to OH&S practices to ensure individual and staff safety is maintained.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position supports the provision of quality health care to assigned developmentally disabled individuals by performing routine para-medical treatments and administering prescribed medication. Position also provides care and support to individuals. Is responsible for assisting and supporting the Lifestyle Planning for the individual which may include having responsibility for carrying out the General Service Plan goals. Provides support to individuals with very diverse medical and behavioural needs.

Contacts

(Main contacts of this position and the purpose of those contacts.)

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Position interacts in an ongoing and significant way with individuals and their support network, both personal (e.g. families and guardians) and professional (e.g. peers, social, legal, etc.), focusing on providing assistance with health care and daily living needs. Must promote a pleasant and respectful atmosphere.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Position requires completion of in-service courses in the administration of medication, cardiopulmonary resuscitation and first aide and other mandatory training depending on the assigned home.
- Must have a working knowledge of restrictive procedures and must be able to carry out routine para-medical treatments, repetitive lifting of individuals, equipment and supplies.
- Requires written and verbal communication skills, and operates simple machines, adaptive equipment, wheelchairs and machine operated tub.
- Requires some experience with developmentally disabled individuals.
- May require a valid driver's license to transport individuals.
- WHMIS certification is required.

Organization

(Working titles of positions reporting directly to this position.)

This position has no supervisory responsibilities.

Benchmark Evaluation - 093IS03

Identification Section

Working Title:	Therapy Assistant
Department:	Human Services
Division, Branch/Unit:	Specialty Services, Michener Services, PDD
Reports To:	Physiotherapist
Levels to D.M.:	5
Job Description:	093IS03
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Individual Support
Job Code:	093IS - Individual Support 1

Comments on Role

This Position assists Therapists, as required, during treatments and assessments. Position provides routine physiotherapy, occupational therapy and speech language therapy treatments to individuals residing at Michener Services **in accordance with the Therapist's direction**. It also assists in the procurement and maintenance of adaptive equipment.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
CI2 115	25% 29	R1 33	177

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

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- Position requires knowledge on how to provide a range of treatments **as specified by the Therapist** (e.g. hydrotherapy, functional mobility training and chest physical therapy). **Requires** knowledge on the operation of the treatment equipment (adaptive equipment, wheelchairs, machine tubs, lifts, etc.) while working with adults with developmental disabilities. **WHMIS certification is required.**

Complexity and Diversity:

- Position must be able to assess the impact the treatments are having on the individuals and relate this back to the responsible Therapist. Position requires awareness of how their work has an impact on the individual and of the work of others.

Human Relations Skill:

- An aptitude and interest in interacting with developmentally disabled individuals is important for success in this Position. Focus is on communicating, reasoning and influencing behaviour of individuals during their treatments. Requires a high level of humans relation skills.

- **Creativity/Problem Solving:**

Position operates within established practice and guidelines with room to make some minor changes in treatment plans if a particular situation arises. Works independently but assistance is readily available from the responsible Therapist when required.

- **Responsibility:**

The focus of this Position is program delivery. Position's role is to provide the individual with the treatments for their situation as determined by the Therapist.

Last Reviewed:

Last / Update: 2015-05-25

Job Description - 093IS03

Identification Section

Working Title:	Therapy Assistant
Department:	Human Services
Division, Branch/Unit:	Specialty Services, Michener Services, PDD
Reports To:	Physiotherapist
Levels to D.M.:	

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

This Position assists Therapists, as required, during assessments and treatments and provides routine physiotherapy, occupational therapy and speech language therapy treatments to individuals residing at Michener Services, a home for adults with developmental disabilities. It also assists in the procurement and maintenance of adaptive equipment.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Enhanced quality of life for individuals:

- Under the direction of the licensed Therapist, provides quality physio, occupational and speech language therapies.
- Depending on individuals' needs, treatments provided may include hydrotherapy, functional mobility training, activities of daily living training, passive and active range of motion exercise, heat and cold modalities, chest physical therapy and communication training.
- Assists Therapists with individual assessments and scheduling for both assessments and

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treatments.

- Fits, modifies and maintains adaptive equipment. This includes facilitating and tracking off-site repairs and modifications of the adaptive equipment.
- Cleans and maintains therapeutic equipment in safe working order.
- Completes necessary documentation as per operational requirements.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Therapists develop individualized treatments and the Therapy Assistant works directly with the individuals assisting them to participate and to carry out those treatments.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position interacts in an ongoing and significant way with individuals and provides treatments to enhance their skill levels. Must promote a pleasant and respectful atmosphere.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Position requires communication skills that allow interaction with individuals for the purpose of enriching their quality of life.
- Position must be able to read and comprehend treatment plans.
- Operates lifting machines, adaptive equipment, wheelchairs and machine-operated tub.

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- Typically requires some related experience working with adults with developmental disabilities.
- WHMIS certification is required.

Organization

(Working titles of positions reporting directly to this position.)

This position has no supervisory responsibilities.

Last Review / Update: 2015-05-25

Benchmark Evaluation - 093IS04

Identification Section

Working Title:	Lifestyle Options Worker
Department:	Human Services
Division, Branch/Unit:	Home Support Services, Michener Services, PDD
Reports To:	Area Supervisor, Rehabilitation Practitioner
Levels to D.M.:	6
Job Description:	093IS04
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Individual Support
Job Code:	093IS - Individual Support 1

Comments on Role

Position primary focus is assisting and supporting persons with developmental disabilities in day programs that include leisure, recreational, life skill and work option activities. Ensures individuals are provided opportunities to make choices in terms of their participation in activities. This benchmark is a composite role in that some incumbents work with individuals in a recreational role while others work in life skills and work option (i.e. vocational) roles. The level of work is comparable for both roles. Position may have input into the daily activity planning led by Rehabilitation Practitioners and Therapists.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
CI2 115	22% 25	R1 29	169

Comments on Evaluation

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- **Knowledge:**

Professional/Content Knowledge:

- Requires practical knowledge and a solid awareness of the needs of persons with developmental disabilities and an aptitude for interacting with these individuals to enrich their lives. Position requires the ability to review and implement individual lifestyle plans toward optimum participation and personal fulfillment.

Complexity and Diversity:

- Must be aware of the various tasks/activities performed by the individuals and how they fit into the program and Lifestyle Plan. Provides direction, guidance, training and support to individuals in a manner that ensures their dignity, respect and safety.

Human Relations Skill:

- Focus is on observing, communicating, reasoning and influencing behaviour of individuals. Requires high level of human relation skills.

- **Creativity/Problem Solving:**

Reactions and behaviour of individuals can vary, therefore, the Position must be able to adapt their approach in an appropriate manner based on their experience within a limited range of action. Assistance, although rarely required, is readily available. A well-established Lifestyle Plan, standard operating procedures and guidelines guide the Position.

- **Responsibility:**

Position is in a program delivery role that provides support and assistance to individuals in carrying out Lifestyle Plans.

Last Reviewed:

Last / Update: 2015-05-25

Job Description - 093IS04

Identification Section

Working Title:	Lifestyle Options Worker
Department:	Human Services
Division, Branch/Unit:	Home Support Services, Michener Services, PDD
Reports To:	Area Supervisor, Rehabilitation Practitioner
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Lifestyle Options Worker performs duties in the Recreation or Vocational life skills program areas. They assist and support individuals residing at Michener Services, a home for adults with developmental disabilities, with leisure, recreational, life skill or work option activities. The position ensures that individuals are provided opportunities to make choices and fully participate to the fullest extent possible in activities within a safe environment. Providing assistance in activity planning, development services and participating in the Lifestyle Planning (LSP) process are activities of this position.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Individual's needs, interests and quality of life enhanced:

- Employees working in Recreation perform support for recreational and leisure activities including hobbies, food preparation, sports.

OR

- Employees working in Vocation perform support for maintenance of a work like environment including woodworking; packaging; centre shoppe; and alternative productive

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activities.

ALL

- Position facilitates the development of life skills by providing direction, assistance, training and support to individuals and/or their home staff through life skills development and other activities.
- Provides individuals opportunity to make choices and decisions, take guided risks, and works towards an optimum level of participation and personal fulfillment.
- Position assists in the planning and development of services in specific area of assignment including daily, seasonal and backup activities as requested by providing ideas and feedback.
- Provides ongoing advocacy of individuals to ensure their specific needs and interests are being met.
- Provides feedback on effectiveness and outcomes.
- Position will participate in the Lifestyle Plan process when invited.
- Position assists with setting up required equipment, adapting with the environment and ensures supplies are ready.
- Position completes tasks in accordance with health, safety, and restrictive procedures in dealing with individuals.
- Completes necessary documentation as per operational requirements.
- Applies first aid when required.

2. Professional knowledge and practices:

- Attends training, workshops and reads current pertinent literature.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Recreation Therapists and Rehabilitation Practitioners develop leisure, recreational, life skills or work option activity plans for individuals and groups. The Lifestyle Options Worker will work directly with individuals assisting them to participate in and carry out those plans. The Lifestyle Options Worker may provide input into activity plan development based on their experiences with the individual.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position provides direction, guidance, training and support to adults with developmental disabilities. Must promote dignity, respect, safety and independence for all individuals. Position maintains communications and networking with individuals and their support network.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Position requires communication skills that allow interaction with adults with developmental disabilities for the purpose of enriching their quality of life.
- Position must be able to read and comprehend activity plans. Typically requires some related experience working with adults with developmental disabilities.
- WHMIS certification is required.

Organization

(Working titles of positions reporting directly to this position.)

This position has no supervisory responsibilities.

Last Review / Update: 2015-05-25

Benchmark Evaluation - 093IS05

Identification Section

Working Title:	Residential Care Worker
Department:	Human Services
Division, Branch/Unit:	Home Support Services, Michener Services, PDD
Reports To:	Home Coordinator
Levels to D.M.:	6
Job Description:	093IS05
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Individual Support
Job Code:	093IS - Individual Support 1

Comments on Role

Position is a primary care provider for a group of developmentally disabled individuals. Position performs several tasks in meeting the needs of individuals such as feeding, bathing and dressing. Responsibilities include escorting individuals for their leisure activities and outings, observing and recording behaviour, administering basic first aid treatment, and may participate in the individual's Lifestyle Planning. Position is not required to administer medication to individuals.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
CI2 115	22% 25	R1 29	169

Comments on Evaluation

- **Knowledge:**

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Professional/Content Knowledge:

- As a frontline worker that provides for basic needs of individuals, the Position requires knowledge of several daily routines governed by standard operating procedures and the individual Lifestyle Plans. Completes some minor health care and the related procedures. Skill in the use of specialized techniques **and equipment** for certain activities such as lifting, moving and feeding are required.

Complexity and Diversity:

- Position must be aware of the health and well-being of the individuals that they are responsible for. Individuals have unique and specific needs that must be considered in terms of their overall care. Position works on a rotation basis in different environments with individuals of varying levels of functionality and need. Assistance is readily available.

Human Relations Skill:

- An aptitude and interest in interacting with developmentally disabled individuals is important for success in this Position. Focus is on observing, communicating, reasoning and influencing the behaviour of individuals. Requires high level of human relation skills.

- **Creativity/Problem Solving:**

Well-established Lifestyle Plans, standard procedures, guidelines and practice guide the Position. There are opportunities to have input into Lifestyle Plans though this Position's primary focus is to provide care and meet needs of individuals. Solutions to problems are found through established practice, job related knowledge and/or experience.

- **Responsibility:**

Position is focused on program delivery providing care and assistance to developmentally disabled individuals.

Last Reviewed:

Last / Update: 2015-05-25

Job Description - 093IS05

Identification Section

Working Title:	Residential Care Worker
Department:	Human Services
Division, Branch/Unit:	Home Support Services, Michener Services, PDD
Reports To:	Home Coordinator
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Residential Care Worker is the primary care giver for several developmentally disabled individuals and attends to their primary care, including basic health maintenance, safety and well-being. Position will bathe, feed and dress individuals, provide basic treatment, promote leisure activities, and implement learning plans. Participates and assists in the lifestyle planning for the individuals.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Quality of life and relationships of individual is enhanced by:

- Ensuring the care, safety, well-being and support of individuals.
- The Position being familiar with individuals and aware of their needs.

- Assisting individuals with bathing, feeding, dressing, toileting, and dental hygiene.
- Coordinating outings, special events and appointments and transporting individuals in government vehicle to various destinations within Alberta.
- Providing home activities and escorting to appointments.
- Ensuring the home is clean, safe, comfortable and respectful, and has a pleasant atmosphere.
- Assisting with Lifestyle and Service planning.
- Implementing learning plans and provide feedback based on observations and knowledge of individuals.
- Providing input into the continuous improvement of activities.

2. A record of observed behaviour and report of noticeable behavioural changes as per operating procedures:

- Notifies Supervisor or Nurse if an emergency occurs.
- Provides care until the Supervisor or Nurse arrives and completes documentation as requested.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is the primary care giver for assigned developmentally disabled individuals residing at Michener Services. As such, it has the closest ongoing contact with individuals that it cares for and will provide input into the development of continuous improvement of all aspects of individual's quality of life.

Contacts

(Main contacts of this position and the purpose of those contacts.)

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Position interacts in an ongoing and significant way with individuals and any other persons who have contact with the individual (e.g. professional, peer, social, legal), providing assistance with daily living, learning and development. Must promote a pleasant and respectful atmosphere.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires written and verbal communication skills, and operates simple machines, adaptive equipment, wheelchairs and machine operated tub.
- Requires some experience with developmentally disabled individuals.
- May require a valid driver's license to transport individuals.
- WHMIS certification is required.

Organization

(Working titles of positions reporting directly to this position.)

This position has no supervisory responsibilities.

Last Review / Update: 2015-05-25

Benchmark Evaluation - 093IS06

Identification Section

Working Title:	Houseparent
Department:	Human Services
Division, Branch/Unit:	Community Rehabilitation Programs, RSS, Edmonton, PDD
Reports To:	Rehabilitation Practitioner
Levels to D.M.:	6
Job Description:	093IS06
Minimum Recruitment Standard:	See the Minimum Recruitment Standard for Individual Support
Job Code:	093IS - Individual Support 1

Comments on Role

Position ensures a community-based group home for developmentally disabled individuals function effectively. Key responsibilities include menu planning, household/grocery purchasing, meal preparation and housekeeping. As a key member of the home, the Position interacts with individuals and assists other staff in meeting the individual's needs at all times.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C-I2 100	22% 22	R1 25	147

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Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- Requires knowledge in running a household to perform **practical** roles such as cooking, cleaning and shopping. Experience in a group living situation and a keen interest in working with developmentally disabled Individuals is desired as the Position provides a range of basic care to Individuals such as feeding and lifting. **Requires the ability to plan for household items within an annual budget. WHMIS certification is required.**

Complexity and Diversity:

- Position has a wide range of responsibilities in the group home and must be aware of the needs, activities, plans and programs that are supporting Individuals.

Human Relations Skill:

- Position is required to interact in a significant and ongoing basis with Individuals residing in the group home. It is often required to influence behaviour in cases where Individuals are assisting with household duties.

- **Creativity/Problem Solving:**

Nutritional requirements and individual needs are well established. Position must meet the needs and requirements of Individuals through creative menu planning that includes a variety of food choices. In most cases, assistance is readily available in dealing with individual behavioural issues.

- **Responsibility:**

This is a program delivery Position responsible for performing household duties and assisting with the care of Individuals with developmental disabilities.

Last Reviewed:

Last / Update: 2015-05-25

Job Description - 093IS06

Identification Section

Working Title:	Houseparent
Department:	Human Services
Division, Branch/Unit:	Community Rehabilitation Programs, RSS, Edmonton, PDD
Reports To:	Rehabilitation Practitioner
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Houseparent supports a community based group home for severely disabled Individuals. Position will plan menus, purchase food and household items, prepare meals, perform housekeeping duties, monitor household budget, and assist with the care of the Individuals.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Meals are planned, food is purchased and meals are prepared:

- Plans meals for Individuals that are in accordance with their own specific nutritional needs.
- Prepares the grocery order within established household budget for the Supervisor's approval.
- Purchases the groceries and all household items.
- Prepares food/meals following established menu plans and Individual needs with records

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completed.

- Orders bulk supplies from community vendors.
- Maintains accurate records of expenditures and prepares all receipts for administrative processing.

2. Clean and safe household:

- Housekeeping activities including cleaning, vacuuming, and laundry, tidying of Individuals' rooms and changing bed linens.
- Heavy housekeeping activities including cleaning the oven, fridge, stove, windows, floors, bathrooms and basement areas.
- Ensures all household equipment is in good working order and arranges for repairs of equipment, periodical rug cleaning and for property management repairs.

3. Quality Individual care:

- Assists group home staff in the care and supervision of Individuals.
- Provides assistance with lifting, mealtime and personal care of Individuals.
- Involves Individuals in daily household activities such as loading the dishwasher, putting away supplies and grocery shopping.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Primary responsibilities are preparing meals, housekeeping, budgeting, and purchasing. Position is responsible for assisting with the daily care of approximately seven severely disabled Individuals in a community based group home. The responsibilities are shared and coordinated with other Houseparents and rotating shift schedules are required.

Contacts

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(Main contacts of this position and the purpose of those contacts.)

Ongoing contact is focused on providing guidance, advice and direction to disabled Individuals in the community based home. Must promote dignity, respect, safety and independence for the Individuals.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires a combination of skills at a basic level including cooking, nutrition, mending clothes, budgeting and housekeeping.
- Requires both verbal and written communication skills.
- Must enjoy working with people and typically requires some experience in working with developmentally disabled Individuals or residential care experience.
- Requires adherence to universal hygiene precautions and safe food handling standards.
- WHMIS certification is required.

Organization

(Working titles of positions reporting directly to this position.)

This position has no supervisory responsibilities.

Last Review / Update: 2015-05-25