



**THE ITA WEGMAN ASSOCIATION
OF BRITISH COLUMBIA**
*For Curative Education
And Social Therapy*

4766 Waters Road
Duncan, BC V9L 6S9

(250) 715-1559
info@glenorafarm.org
www.glenorafarm.org

RESIDENTIAL CARE WORKER

Role Description

Part time / Full time / Contract

THE ORGANIZATION

The Ita Wegman Association of BC for Curative Education and Social Therapy (Glenora Farm) is an intentional community based on an organic farm located in the rural community of Glenora in the Cowichan Valley on Vancouver Island. Through the modalities of cooperative agriculture, inclusive arts and culture, and integrated home supports, Glenora Farm provides life-enriching day programs and empowering residential care for adults with developmental disabilities (Companions).

OUR MISSION STATEMENT

It is our common endeavor to create an environment in which those who are in need of special care, and those who provide it, can relate to each other as individuals rather than as professionals and clients. Thus we make room for creativity and personal fulfillment in the context of each person's privacy and spiritual freedom. In the way we live together, in the way we care for the land and in the things we create, we intend to uphold the ideals of Camphill, in which each contributes what they are able to, and receives in turn what they need.

KEY RESPONSIBILITIES AND DUTIES

The Residential Care Worker is responsible for the day to day running of the home, including the provision of supervision and assistance for Coworkers to ensure the health, well being and safety of Companions. Working to support the Facility Manager in their overall operational duties, the Residential Care Worker assists Companions and coordinates all support needs with their families or representatives.

The Residential Care Worker ensures that daily support is successfully provided for Companions, including but not limited to daily physical care, help with feeding, and hygiene including washing, shaving, tooth brushing and toileting. They model and support all functions of home life, self-care, leisure, and recreation activities to promote a high quality of life and greater self-reliance for Companions.

Working with the Companion families/representatives and the Facility Manager, the Residential Care Worker obtains background information, and documentation to lead the development, implementation, and ongoing review of Individual Support Plans (ISPs).



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The role includes creating effective plans to maintain, or teach new skills and behaviours; create plans to reinforce and maintain effective skills and positive behaviours over time.

The Residential Care Worker promotes independence and provides opportunities for people to learn and practice new skills, assisting individuals in developing and promoting their gifts, talents, qualities and abilities.

Knowledge and engagement with each Companion's method of communication is essential, as well as encouraging Companions to develop and expand their methods of communication.

The Residential Care Worker also facilitates relationship building, encouraging and supporting Companions living on Glenora Farm to explore and access broader community programs and services where appropriate.

The Residential Care Worker reports to the Facility Manager and liaises with other support providers and external resources as requested.

TASKS and DUTIES

Report Management: is expected to complete relevant reporting as required, accurately and in a timely manner. The Residential Care Worker is involved in reviewing, planning and engaging Companion support, as well as creating and utilizing the Individual Support Plan (ISP).

Database review and entries: is responsible for database reviews and entries including, but not limited to: incident reporting, critical incident reporting, goal tracking, entering meeting minutes and ongoing event tracking.

Annual report creation: collaboration with the Administration Leadership Team to provide an annual submission of noteworthy events for your home, comings and goings, fun stories, and photos.

Fiscal Management: is responsible for working within the budget as communicated by the Business Administrator and Finance Committee. The Residential Care Worker is responsible for accurate and timely receipt submission and processing.

Homemaking: helps make a house a home, and is involved in cleaning, cooking, snack preparation, housekeeping, and light gardening.

Supervision: supervises between 1- 6 Coworkers. The Residential Care Worker adapts and delegates the support duties and household tasks in the home to each Coworker according to the needs of the household, their interest, skills and abilities. The Residential Care Worker directly, or indirectly supervises Coworkers who are administering Companion support.



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The Residential Care Worker reports to the Facility Manager and participates in house meetings, Coworker meetings, Companion meetings and Care Group meetings.

Direct Companion Support: in addition to providing direct support to Companions in house activities, the Residential Care Worker may be required to provide support to Companions in the areas of self-care, personal care, medication administration, nutrition, and maintaining the cleanliness and safety of the home.

SKILLS AND QUALIFICATIONS REQUIREMENTS

Communication: communicates appropriately, respectfully and effectively with Companions, Coworkers and other stakeholders. Advanced interpersonal communication skills, emotional intelligence, and the ability to foster and maintain positive relationships. The ability to demonstrate effective self regulation / care and personal awareness – warm, empathetic, and approachable disposition.

Time Management: uses time effectively in order to support Companions, supervise Coworkers to accomplish the workload while prioritizing and delegating tasks as needed.

Teamwork: works respectfully, cooperatively and effectively with others to reach a common goal; observes and understands team needs and dynamics and is able to problem solve with team members in a timely, respectful and proactive manner. The ability to model active and reflective listening skills.

Leadership: maintains a professional and positive manner even in challenging situations. Engages Companions and Coworkers to accomplish residential and day program goals and tasks. Ability to seek new opportunities, identify gaps and contribute to the Association's growth. Ability to develop goodwill in the wider community and professionally represent Glenora Farm in any outreach activities that you may attend. Knowledge and ability to model all Glenora Farm policies, and health & safety practices.

Task Management: takes ownership and responsibility for the quality of the residence. Reviews, understands, and follows all IWA policies and procedures, as well as professional standards and regulations.

Organizational skills: is motivated and takes initiative. Demonstrates a willingness to invest in independent study to promote the highest level of quality care for Companions (appreciating diagnosis, researching activities, contributing to Individual Support Plan, etc.).

Feedback: accepts feedback as a means of improving one's performance and learning new and different methods and tools. Provides collaborative, proactive solutions and suggestions to the leadership team. Ability to take responsibility, perform reliably and receive critical feedback / instruction.



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EDUCATION, SKILLS AND ABILITIES

A combination of education and experience in the following areas is preferred:

- Community Mental Health Worker Certificate
- Community Support Worker Certificate
- Medication administration
- Live-in caregiver experience or equivalent
- Training or experience on a biodynamic farm or anthroposophical institution
- Previous training and experience in a Camphill Community
- Experience working with adults and/or seniors with intellectual, developmental, and physical diversity, brain injury, and age-related illnesses.
- Knowledge of the local community's resources and service providers
- Experience / knowledge of Trauma Informed Care and practice
- Experience / knowledge of Person-Centered theory
- Experience / knowledge of light case management, progress reporting
- Non-Violent Communication / Non-Violent Crisis Intervention
- Class 4 unrestricted commercial driver's license

REQUIRED COMPETENCIES

- Demonstrate basic computer literacy, basic proficiency with Word, Microsoft Office, Xcel
- Valid Occupational First Aid Level One
- A valid Class 5 driver's license and access to reliable transportation
- National Safety Code Drivers Abstract
- Proof of double C19 Vaccination - Condition of Employment
- A Clearance Letter for Criminal Record Check specific to 'vulnerable persons' is required for this position (provided in-house upon hire).
- Current TB test (immunization documentation)

WELLNESS STATEMENT

Glenora Farm acknowledges the importance of healthy lifestyles and workplace wellness. It is the expectation that all Coworkers will maintain their psychological, physical, spiritual, and intellectual health and function as role models to others at the Farm.



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