



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 - BACKFILL

Role Description

Part time / Casual

\$21 - \$23 per hour based on experience

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 Backfill Residential Care Worker is responsible for supporting the Residential Care Worker and the Supporting Residential Care Worker in the day-to-day running of the home, ensuring the health, well-being, and safety of Companions.

The Backfill Residential Care Worker provides support for Companions, including but not limited to physical care, help with feeding, and hygiene including washing, shaving, tooth brushing and toileting. The Backfill Residential Care Worker participates in household tasks as requested and models a positive lifestyle, contributing to a high quality of life and greater self-reliance for Companions.

The Backfill Residential Care Worker actively participates in the implementation and ongoing documentation of Individual Support Plans (ISPs) and assists with the implementation of effective plans to maintain, or teach new skills and behaviours; supports actions to reinforce



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and maintain effective skills and positive behaviours over time. The Backfill Residential Care Worker supports independence and provides opportunities for Companions to learn and practice new skills, they provide opportunities for Companions to develop and promote their gifts, talents, qualities and abilities. The Backfill Residential Care Worker understands and practices each Companion's method of communication and encourages Companions to develop and expand their methods of communication.

The Backfill Residential Care Worker also works with other Residential Care Workers and Supporting Residential Care Workers to facilitate relationship building, encouraging and supporting Companions living at Glenora Farm to explore and access broader community programs and services where appropriate.

TASKS AND DUTIES

Report Management: The Backfill Residential Care Worker is expected to complete relevant reporting as required, accurately and in a timely manner. The Backfill Residential Care Worker is involved in reviewing, sharing feedback, and providing information/updates on the Companion's Individual Support Plan (ISP).

Database review and entries: The Backfill Residential Care Worker is responsible for reviewing the Companion database and making entries including, but not limited to: incident reporting, critical incident reporting, goal tracking, entering meeting minutes, and ongoing event tracking.

Annual report creation: Collaborates with Primary Residential Care Workers and Supporting Residential Care Workers on annual submission of noteworthy events for the household (residence) activities, comings and goings, fun stories, and photos.

Fiscal Management: The Backfill Residential Care Worker is responsible for accurate and timely receipt submission and processing. The Backfill Residential Care Worker should work collaboratively with and refer to Primary and Supporting Residential Care Workers when it comes to Companion funds management.

Homemaking: The Backfill Residential Care Worker helps make a house a home, and is involved in cleaning, cooking, snack preparation, housekeeping, and light gardening as requested by the Primary or Supporting Residential Care Workers.

Supervision: The Backfill Residential Care Worker is supervised by the Primary and Supporting Residential Care Workers and the Facility Manager. The Backfill Residential Care Worker supports the delegation and task distribution assigned by the Primary and Supporting Residential Care Worker with regard to duties and household tasks in the residence.

SUPERVISION



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The Backfill Residential Care Worker supports the supervision between 1- 6 Companions. The Backfill Residential Care Worker adapts the tasks in the home to each Companion according to their interest, skills and abilities. The Backfill Residential Care Worker reports to the Primary and Supporting House Coordinator and Facility Manager. The Backfill Residential Care Worker participates in house meetings, Coworker meetings, Companion meetings and Care Group meetings as requested.

DIRECT COMPANION SUPPORT

In addition to providing direct support to Companions in house activities, the Backfill 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.

HEALTH AND SAFETY

The Backfill Community Support Worker is responsible for maintaining the cleanliness and safety of the workshop areas at all times.

Knowledge and the ability to model all Glenora Farm health and safety policies and practices is essential.

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: Follows the direction of the Primary and Supporting Residential Care Worker and uses time effectively in order to support Companions. Is able to accomplish the workload while prioritizing 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 other Coworkers to accomplish residential goals and tasks. Ability to seek new opportunities, identify gaps and contribute to the Association's growth. Ability to



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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: 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, staying up to date on Individual Support Plans, 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.

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



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- 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.

Job Types: Part-time, Casual

Part-time hours: 4-24 per week