

1. IDENTIFICATION

Position No. 10-11811	Job Title Life Skills Worker	Supervisor's Position Facility Manager	
Department Health and Social Services	Division/Region Mental Health/Akausisarvik Facility	Community Iqaluit	Location Bldg. 534, Iqaluit
Free balance Coding:			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
The incumbent will be responsible for providing safe and secure environment for residents with a mental illness. The incumbent will be required to provide quality care while respecting the resident and providing them with an environment for quality of life. Also, to ensure the clientele are comfortable with presenting issues to the incumbent and providing supports when needed. The incumbent will be responsible to ensure residents are learning how to care for themselves, while respecting their rights as provided under the Charter of Rights for Mental Health Clients.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?
Located in Iqaluit NU, this position serves all residents admitted to the facility as inpatients or outpatients across all of Nunavut. The incumbent will work closely with Mental Health services, Corrections Canada, RCMP, and Families of the individuals admitted to the facility.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers why the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.
<p>1. ENSURE THE RESIDENTS ADMITTED TO THE FACILITY WITH A MENTAL ILLNESS ARE PROVIDED A SAFE AND SECURE ENVIROMENT:</p> <ul style="list-style-type: none"> - Adhering to the programs outlined on and individual basis for in house residents, and outpatient residents.

- Ensuring the knowledge and whereabouts of each resident in or out of the building.
- Providing alternatives for behaviours that are considered maladaptive behaviours and directing them to Manager for referral or a senior Life skill Worker (LSW) to appropriate services when needed.
- The incumbent will report to the Manager.
- The incumbent must be alert on every shift to ensure the residents are safe.
- Providing the resident with a sense of acceptance for who they are, not their mental illness.
- Ability to provide communication skills for any negative behaviours or suicidal ideation.
- Knowing when to discuss with immediate Supervisor for guidance on any decision making related to maladaptive behaviours.
- May at times need to use physical intervention to prevent harm to themselves or others by following the policies and procedures along with consultation with the immediate supervisor. Must at all times follow the Mental Health Act and the Charter of Rights.

2. ABLITY TO PROVIDE DOCUMENTATION ON EACH RESIDENT IN ENGLISH AND ENSURING ALL FORMS ARE COMPLETED PRIOR TO LEAVING THE SHIFT AS LAID OUT IN THE RESIDENTS BINDERS.

- Must complete the required training on proper documentation to meet accreditation standards.
- Must ensure all documentation completed prior to finishing the shift.
- Must use proper format laid out in the training package provided.
- Ensures all programming documented in the Case Notes.
- Ensures incident reports filled out immediately preceding the incident with the approval of the LSW
- Ensures ADL's sheets filled out per shift
- Check sheets must be completed per shift
- Must document any refusal to participate in any daily activities i.e. Hygiene
- Must document and notify the immediate Supervisor of any abnormal complaints or behaviours.
- Must adhere to all policies and procedures laid out in the facility.

3. THE LIFESKILLS WORKER WILL PROVIDE SESSIONS AS LAID OUT BY THE DEPARTMENT, THE BASIC NEEDS FOR INDEPENDENT LIVING, FINANCIAL BUDGETING, DRUG AND ALCOHOL ABUSE OR NEED FOR, IMPROVE LITERACY SKILLS, COPING SKILLS FOR DAY TO DAY STRESSORS, SOCIALIZATION, HEALTHY LIVING, DIRECTING THE RESIDENT TO THE APPROPRIATE PROGRAM OR ADVOCATE OR SPECIAL NEED PROGRAM.

- Ensure that residents, using verbal cues, receive help on how to maintain or assist with daily oral, bathing, grooming, skin care, cooking skills, laundry skills, healthy alternatives, physical exercise program, and financial budgeting.
- Ensure that basic reading and writing skills are taught.
- Ensure that residents are aware of the importance of healthy relationships while in and out of the building.

- Ensure that within their capabilities of training and under the direction of the direct supervisor, coping skills for anger, negative violent behaviours, criminal behaviour, feelings of inadequacies with themselves, suicidal ideation or self mutilation, attention seeking behaviours, abuse of over the counter drugs, long term effects of negatives behaviours, and provide the residents with resources to receive special programming through the immediate supervisor.
- Ensure that residents are aware of healthy alternatives to somatic complaints by using redirection, verbal intervention to find the root of the complaint.
- Ensures that the supervisor is notified of any concerns or changes in the residents.

4. ABILITY TO TEACH THE IMPRORTANCE OF EMPLOYABILITY.

- Teach residents the responsibility of maintaining a job.
- Teach resume building skills
- Provide the immediate supervisor with an educational program the resident may be interested in to enhance their employability level.
- Teach resident the basic skills on how to deal with the employer's request of their services
- Must act as an advocate for the resident to maintain their employment and to prevent any discrimination or being taken advantage of.

5. MUST ENSURE RESDIENTS ARE TAKEN TO AND FROM ANY MEDICAL APPOINTMENTS AND/OR PROBATION SERVICES.

- Ensures that residents get to and from their appointments and that appointments are made and kept.
- Must inform the immediate supervisor of any new orders or concerns or any further appointments that must be met.
- Must take all appropriate documentation to appointments.
- Ensure that the incumbent notifies the immediate supervisor with any abnormalities.

6. ENSURE RESIDENTS HAVE ADEQUATE NUTRITION AND HYDRATION.

- Ensures that the importance of nutrition and ensure proper foods are given to meet the Canada Food Guide.
- Ensure the meals reflects special diets and does not contraindicated with medication i.e. MAO inhibitors.
- Ensure meals reflect any food allergies or lactose intolerant. Must inform immediate supervisor of the need for PRN Lactaid for lactose intolerance
- Ensure residents receive proper amounts of juice, and water.

7. ENSURE THE FACITLTY IS CLEAN AND MAINTAINED ON EVERY SHIFT

- Ensures duties outlined on the daily cleaning lists are completed every shift with the resident's assistance
- Ensues that residents are encouraged to clean their rooms and facility on daily basis.

- Ensures all health regulations are followed at all times.
- Ensures the immediate supervisor is aware of any cleaning supplies that may be required.
- Ensures facility laundry is completed daily with the assistance of the residents.

8. PARTICIPATES IN ANY TRAINING PROVIDED AT THE FACILITY AND STRIVES FOR PROFESSIONAL DEVELOPMENT

- Participates in the courses provided at the facility or outside the facility as laid out by the immediate supervisor.
- Must be willing to participate in any professional development and goals set up with the individual incumbent and the immediate supervisor/ manager.
- Ensures that self evaluation is completed yearly.
- Must be aware of what types of programs are offered at the facility along with participation.
- Ensure that CPR is current and take training when necessary
- Ensure all policies, procedures and legislation are adhered to or notifying the immediate supervisor for any clarification.
- Ability to speak Inuktituk is a definite asset.

9. PERFORMS ANY OTHER DUTIES REQUESTED BY THE IMMEDIATE SUPERVISOR OR MANAGER.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the job, not the incumbent performing the job.

A university degree in Psychology/Sociology, Minimum 1 years experience working in a group home, nursing home, mental health facility, corrections as a direct care giver. Currently hold certificate in First aid and CPR, Ability to speak second language an assets, Ability to write reports using proper grammar, English, and use proper format. Must be able to speak and write English fluently. Must provide a criminal record check. Must have a drivers licence and receive your class 4 licence within 6 months after commencing tenure. Must sign an oath of office and secrecy.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

12 hour shifts rotating, 4 on 4 off or regular business hours Monday to Friday. This is at manager's discretion. On your feet for long periods of time, bending and lifting, may have a physical altercation, life could be in danger at all times while on shift as clients can become unstable quickly. The incumbent may be verbally or physically abused by residents which incumbent must use appropriate steps as laid out in the policy manual. Brief periods of sitting to do documentation daily.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

Expected to go on the land in the winter and in the summer. The incumbent may be verbally or physically abused by residents which incumbent must use appropriate steps as laid out in the policy manual.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.

- Required to stay alert (looking, hearing, listening, etc.) at all times.
- Ability to make accurate judgment calls based on sensory perceptions

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- Dealing with stress related to the level of responsibility involved.
- Coping with the effects of working in a secured facility environment.

7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.