The Ottawa Rotary Home

Internal Job Posting

**Job Title**: Respite Care Counselor (Developmental Service Worker)

**Terms of Employment**: Casual

**Location:** Leitrim Campus

**Anticipated Start Date**: A.S.A.P.

The Ottawa Rotary Home has been supporting families for over 30 years. We provide both respite and residential supports to individuals with special needs. Our professional front-line and nursing staff specialize in supporting infants, children and adults with physical disabilities and complex medical needs.

**Position Summary:**

Provides support to individuals attending respite programs for all aspects of daily living including personal care, basic medical care, medication administration, home maintenance, recreation and safety. Keeps up-to-date on Agency information, policies and guidelines. Maintains accurate client and agency records, follows reporting procedures, and assumes other administrative duties. Promotes safety and well being of self and others. Maintains professionalism in all aspects of duties.

**Areas of Responsibility:**

* Regular Counselor duties;
* Following through with parental instructions regarding routines and programs such as sleeping habits and nutritional requirements;
* Assists with the maintenance of records reflecting each client’s condition, specific treatments and/or routines. Documents on flow sheets, progress notes and care plans as per system; and
* Assists in maintaining a safe environment for the individuals and staff by following safety policies and procedures and reporting hazardous situations in the appropriate manner.

**Requirements:**

* A personal philosophy and approach consistent with the mission, goals and objectives of The Ottawa Rotary Home in combination with:

**Education and Experience:**

* Preference will be given to individuals who have successfully completed a community college Developmental Service Worker, Health Care Aide or Personal Support Worker diploma or equivalent

**Other:**

* First Aid Certificate, CPR, CPI; requirement to complete within 3 months.
* Bi-lingual in French considered an asset.
* Basic computer literacy to access email, electronic schedule and reporting systems.
* **Competencies:**
* Highly motivated and creative;
* Strong written and verbal communication skills (English);
* Strong leadership and team building skills;
* Advocating for Others;
* Collaboration;
* Fostering Independence in Others;
* Interpersonal Relations & Respect; and
* Resilience.

**Hours:** Must be available for **day** shifts and **night** shifts and **weekends.**

**Salary**: Starting at $18.94/hour

If interested, please submit a short letter of interest and up-to-date resume to shelleyw@rotaryhome.on.ca

Complete job description available upon request.

If you require any form of accommodation, please advise Human Resources to ensure that this is arranged prior to an interview.

**Closing Date: October 13, 2017**