

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	RESIDENTIAL SUPPORT WORKER
JOB NUMBER	4059
NUMBER OF POSITION/S	1
NOC CODE	4212
CLOSING DATE	2021-09-30
LOCATION	TBD
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	\$14.28 - \$14.28
JOB TERMS	Full time
JOB DUTIES	<ul style="list-style-type: none"> - Client Care - Provide assistance/support to the clients in all areas of daily living & personal care as directed by their personal care plans and as directed by the Supervisor and/or Coordinator - Promote positive social skills & social involvement in a variety settings - Promote healthy living and healthy food choices - Support the clients with their right to make their own decisions in a responsible manner and support them in maintaining a clean home. - Commitment to the clients physical and emotional well being -Financial Management - Responsible for maintaining the financials of the home/program and clients funds; Including daily cash transactions records, obtaining, recording, and storing receipts for all transactions; counting and reconciling all monies at the onset and conclusion of each shift; maintaining any other records as directed by the immediate supervisor or program coordinator - Reporting any discrepancies to the immediate supervisor immediately - Supporting the clients in all aspects of money management including adhering to their personal budget as directed through the individual financial plans and by the immediate supervisor or program coordinator -Household - Complete all tasks assigned through the daily chore list and as identified by the immediate supervisor/Program Coordinator through verbal or written communication - Read and sign all memos and other written communication - Identify and report any repairs, health or safety concerns to the immediate supervisor and take the necessary measures to ensure the safety of clients and others. -Communication

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JOB DUTIES	<ul style="list-style-type: none">- Ability to communicate effectively; written and verbal- Complete all journals and logs as identified in the daily chore list- Reporting any misconduct or any disclosure of abuse of a client both verbally and in writing to the immediate supervisor and program coordinator- Completing incident reports for all reportable incidents prior to the end of shift- The incumbent is responsible for reading and abiding by all S.P.I.K.E. Inc. policies and procedures as outlined in the employment manual, Collective Bargaining Agreement and written instructions in the Communications Binders.
QUALIFICATIONS, REQUIREMENTS & SKILLS	<ul style="list-style-type: none">- Completion of High School- Valid Class 5 drivers license- Valid emergency First Aid/CPR level C- Child Abuse Registry check- Adult Abuse Registry check- Criminal Record Check (Winnipeg Police)
APPLICATION PROCESS	Send targeted resume Apply through your CC
APPLICATION DETAILS	Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicate the job number and the title in your application.
JD	Norm Mayer