

## Community Rehabilitation Worker Job Description

**Position: Community Rehabilitation Worker**

**Reports to: RN / Program Coordinator**

**Job Function:** Reporting to the Team Lead and RN/Program Coordinator, the Community Rehabilitation Worker ("CRW") is responsible for the assessment of individual needs and the general care of the individuals within a 24-hour Wholistic Model.

### Organizational Competencies

#### Client Focus

- Builds strong individual relations, delivers individual-centric solutions and identifies opportunities that benefit the individuals in the program.
- Ensures individual programs/activities to be balanced and focused on ISP goals and URSA's wholistic approach. This includes socialization, leisure, recreation, communication, and vocation areas based on individual specific needs.
- Supports the transportation needs of the individuals for community activities in collaboration with the Team Lead and/or Program Coordinator.
- Stays current on all individual health concerns, ensuring proper procedures are followed including temperature checks.
- Assists with individual personal care including but not limited to bathing, toileting, catheter care, changing, grooming, feeding, and dressing
- Administers medication in accordance to URSA standards and in adherence to all instructions from physicians and specialists.
- Administers minor health care to individuals according to established Agency procedures.
- Promotes staff/individual health and safety by using proper lifting and moving techniques and equipment.
- Provides personal care as outlined in the individual's care plan.
- Observes, reports and documents tasks performed as identified in the care plan.
- Assists on restricted activities that are part of the individual's Activities of Daily Living such as tube feeding, wound dressing, and medication assistance after completion of training by a Regulated Health Care Professional.
- Communicates regularly with immediate supervisor and/or RN/Program Coordinator (or designate) when unsure of any procedure or anything related to the individual's status.
- Observes and reports any concerns or unusual changes in the individual prior to or after assisting with any medication.
- Creates an environment that is supportive of parents and guardians.
- Completes daily temperature checks as per URSA policy.

#### Ensures Accountability

- Holds self-accountable to meet deadlines, complete proper paperwork, follow URSA standards, and complete assigned tasks.
- Acts with a clear sense of ownership and takes personal responsibility for decisions, actions, and failures.
- Accurately completes all paperwork requirements related to individuals and agency policies, procedures and processes.
- Reviews policies, procedures and agency manuals on an annual basis or as changes occur.

- Attends scheduled meetings and looks for opportunities to be involved in other agency committees.
- Acts as a positive role model for co-workers.
- Maintains confidentiality and adheres to the Ethical Code of Conduct.

### **Values Differences**

- Recognizes the value that different perspectives and cultures bring an organization.
- Contributes to a work climate where differences are valued and supported, and people are encouraged to do their best.
- Develops a positive, professional rapport with all staff, students and volunteers.
- Is inclusive when working on projects and communicating with co-workers and individuals.

### **Situational Adaptability**

- Adapts approach and demeanor in real time to match the shifting demands of different situations.
- Picks up on situational cues and adjusts in the moment, recognizing that different situations call for different approaches.
- Supports light housekeep, meal preparation, and household maintenance as required
- Completes additional tasks as assigned.

### **Position Competencies**

#### **Decision Quality**

- Consider situation factors and use appropriate decision-making criteria when necessary
- Consult with your co-workers, Team Lead and Program Coordinator when making decisions that impact the individuals
- Display good judgement by acting with URSA processes and policies

#### **Collaborates**

- Works cooperatively with co-workers across URSA to meet shared objectives.
- Supports Program Supervisors in orientating new URSA team members.
- Gains trust of co-workers and individuals
- Supports and partners with co-workers to complete tasks and support the individuals

**Note: A CRW may be required to perform duties and responsibilities included, but is not limited to, this job description.**

### **Position Qualifications**

---

A Community Rehabilitation Worker must possess a certificate, diploma, or degree in rehabilitation or related human services field and a minimum of 2 years' relevant experience working with individuals with disabilities.

A CRW must be proficient, up-to-date, and flexible in the current areas:

- Maintains and utilizes current Standard First Aid Level C CPR
- Medication Administration certification and med practicum
- Be willing to be an approved URSA designated driver
- Obtains and maintains a Class 5 Driver's License
- Provide proof of \$2,000,000 liability insurance.
- Provide cleared criminal background check and child intervention check
- Uses proper lifting and moving techniques and available equipment