



**CENTRE DES SERVICES DE DÉVELOPPEMENT**

**S. D. & G.**

**DEVELOPMENTAL SERVICES CENTRE**

***EXTERNAL POSTING***  
**Residential Counsellor -- Casual**  
**Effective date to be determined**

**Vacant Position:** Residential Counsellor

**Department:** Family Relief Program

**Responsibilities:**

- To meet individual needs of the residents as fully as possible be it physical, emotional, spiritual, social or developmental
- To maintain a high quality of care
- To ensure that procedures are met consistently with the Centre's, Ministry's and all other regulative bodies' qualitative standards and practices

**Requirements:**

- Must be willing to work shifts
- Must possess a diploma in a social services or related field of discipline or equivalent in education and experience
- An ability and interest in working as a member of a team
- Must possess leadership abilities
- Certified in CPR, First Aid and CPI (or willing to obtain)
- Must have or be willing to obtain F class driver's licence
- Criminal Reference Check
- Medical certificate required

**Condition:** Must have a valid driver's licence and own transportation

**Salary:** According to the Collective Agreement

**Competition number:** C19-370

All interested parties are invited to submit their resume and cover letter to the attention of Natalie MacDonald, Human Resources Administrator, at [nmacdonald@developmentalservices.ca](mailto:nmacdonald@developmentalservices.ca) no later than **4:00 PM on Wednesday, August 28, 2019.**

We thank all applicants for their interest, however, only those under consideration will be contacted.

***Equal Opportunity Employment***



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DE DÉVELOPPEMENT

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DEVELOPMENTAL  
SERVICES CENTRE

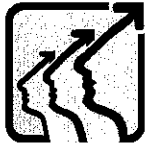
[www.developmentalservices.ca](http://www.developmentalservices.ca)

## Casual Residential Counsellor – Family Relief Program

### JOB DESCRIPTION

- SUPERVISOR:** Director of Residential and Respite Services
- POSITION(S)  
SUPERVISED:** N/A
- PURPOSE OF  
POSITION:** Provide appropriate and adequate care and support to developmentally challenged individuals in the Respite Home.
- RESPONSIBILITIES  
OF POSITION:**
- To meet individual needs of the residents as fully as possible, be it physical, emotional, spiritual, social or developmental.
  - To maintain a high quality of care.
  - To ensure that procedures are met consistently with the Centre's, the Ministry's and all other regulative bodies' qualitative standards and practices.
- DUTIES OF  
POSITION:**
- Provide needed assistance in areas of personal hygiene, toileting, dressing, feeding, etc.
  - Assist in providing data for assessment purposes.
  - Maintain an accurate account of daily activities via the progress notes as well as keeping all other forms up to date, i.e. toileting chart, seizure chart, bowel movement chart, feedback to parent form, etc.
  - Practice and promote positive interpersonal relations with all staff members.
  - Perform general household duties such as laundry, cleaning and food preparation, etc. Including any task which assures the safety of the residents and staff.
  - Follow the prepared menu and/or follow a client's specific diet as specified by parents.
  - Be receptive to clients' families' involvement.
  - Bring to the attention of the Supervisor as per the Policies and Procedures any issue which may require review or referral to other services.
  - Work in close cooperation with all appropriate human resources.
  - Perform any other related duties as assigned.

- QUALIFICATIONS:**
- Must be in the process of possessing a diploma in one of the four (4) Social Services (BST, SSW, ECE, DSW) or equivalent in education and experience.
  - An ability and interest in working as a member of a team
  - Must possess leadership abilities
  - Must have a valid driver's license and provide own transportation
  - Certified in CPR and First Aid (or willing to obtain)



## S. D. & G. DEVELOPMENTAL SERVICES CENTRE

# *Equivalency*

### POSITION

Counsellor  
Family Relief Program

### SUPERVISOR

Director of Residential and Respite Services

### QUALIFICATIONS

- Must possess a diploma in one of the following (BST, ECE, DSW, RPN, PSW) or equivalent in education and experience.
- An ability and interest in working as a member of a team
- Must possess leadership
- Must have a valid driver's licence and provide own transportation
- Must have or be willing to obtain F class driver's licence
- Certified in CPR, First Aid or CPI (or willing to obtain)
- Medical certificate required

*OR*

### EQUIVALENCY

At least one (1) year of study in a Social Science related course

Minimum of two (2) years experience in working with developmentally handicapped individuals

- An ability and interest in working as a member of a team
- Must possess leadership abilities
- Must have a valid driver's license and provide own transportation
- Must have or be willing to obtain F class driver's licence
- Certified in CPR and First Aid (or willing to obtain)
- Medical certificate required