

JESP Support Worker Job Description 2024

Reporting to the Just Enough Support (JESP) Facilitator, the Community Support Worker is responsible for providing support to Individuals in accordance with Centerpoint Facilitations Person-Centered planning approaches and beliefs, the Principles of Support, PDD guidelines and the Individual's Person-Centered Plan. The Community Support Worker provides support that facilitates the individual's growth, development and achievement of personal goals.

The Community Support Worker works closely and in consultation with the JESP Facilitator.

Specific Duties and Responsibilities

Individual Support

- Promote the interdependence of the Individual.
- Act as a role model, displaying professional attitudes and behaviour.
- Encourage community involvement for each Individual, providing opportunities for structured and informal involvement.
- Provide appropriate support to each Individual, with specific attention to promoting independence.
- Participate in professional appointments as requested/required, i.e. medical, dental, and optical.
- Participate and Support Individuals in Community Activities they may want to participate in (holiday dances, parties, birthday celebrations)
- Relay important concerns and information to the JESP Facilitator. *
- Participate in the person-centered planning process for each Individual, including providing updates, assessment information and any and all other relevant information.
- In consultation with the JESP Facilitator, participate in the development of programs for the Individual.
- Implement all programs in an environmentally and situation appropriate manner, following identified procedures.
- Complete all documentation as required for each individual program procedure.
- Complete daily documentation, or more often upon the request of the JESP Facilitator, written program updates regarding the Individual's progress.

Community Inclusion * Represent themselves, the program, and the agency professionally and positively within the community as a whole.

- Present Individuals in a positive, respectful manner, maintaining confidentiality.
- Utilize community resources to promote a positive service profile and to research opportunities within the community.
- Support the Individual in developing independent living skills
- Support the Individual in making safe and healthy choices
- Promote the development of the Individuals support network
- Support the Individual in building personal connections in the community

- Budgeting and Financial Management * Provide budgeting information and support to the Individual (if identified as a goal)

Documentation * Complete and keep confidential all documented records and files as per program and policy requirements.

- Ensure all required documentation, including daily log notes, incident reports, data collection, program updates, financial records and reporting, monthly and quarterly reporting etc. are completed and maintained as per policy (FOIP)
- Keep all documentation safe and secure.

Teamwork * Attend all team meetings, sessions and general team meetings as identified by the JESP Facilitator, Human Resource Manager, or CEO.

- Work effectively with team members in a positive and professional manner.

Liaison * Establish and maintain effective and professional relationships with the Individual's personal supports, including the individual's guardian, family members, friends and natural community connections.

- Establish and maintain effective, open and professional working relationships with other Centerpoint employees working in support of the Individual.
- Under the JESP Facilitator's direction, participate in the exchange of relevant information with other professionals with the goal of establishing more effective utilization and coordination of services.

Professional Development * Identify training and development needs with the JESP Facilitator.

- Participate in internal and external training events as approved by the JESP Facilitator, Human Resources Manager or CEO.
- Maintain the responsibility of ensuring all required professional development is obtained and remains current

Other * Any other duties required from time to time as identified by the JESP Facilitator, Human Resources Manager or CEO as applicable.