



SPECTRUM

Society for Community Living

3231 Kingsway, Vancouver BC, V5R 5K3

phone: 604-323-1433 fax: 604-321-4144

www.spectrumsociety.org

JOB DESCRIPTION: OVERNIGHT SUPPORT WORKER (AWAKE)

Current: June 2008

Employee's name	Program
Start date in this position	Program Manager

REPORTS TO: Program Manager

RATE OF PAY: as per current wage scale for Overnight Support Worker (Awake)

PROBATION: 3 months

RESPONSIBILITIES:

Team Work

Arrive on time to exchange information and prepared to start work on time.
Attend staff meetings and in-services as required
Review and record pertinent information in staff and individual binders.
Verbally exchange pertinent information at shift change with next worker.
Complete shift routines and programs as approved by Program Manager.
Maintain friendly, respectful, professional and effective interactions with co-workers.

Complete list of overnight duties / responsibilities each shift

Individual Support

Listen to, build relationships, honour choices of, take direction from & sincerely support individuals served.
Promote the dignity and self-esteem of individuals served by assisting them to achieve their full potential.
Assist in the orientation & training of new staff (as required).
Assist individuals to carry out bedtime and morning routines, including assisting with transfers and personal care as required.
Implement Individual Service Plans consistently.

Health and Safety

Dispense/record medications as per guidelines.
Follow all emergency procedures and report any threats to individual or staff safety to the Program Manager.
Supervise individuals to ensure their safety.
Assist in the upkeep and maintenance of the home and grounds.

EDUCATIONAL AND TECHNICAL REQUIREMENTS:

Grade 12 completion.
Prefer Human Services related education or experience.

EXPECTED HOURS OF WORK:

As posted on permanent schedule. *The awake overnight staff provides supervision and support to residents through the night. The shift does not include a rest period.*

OTHER POSITION REQUIREMENTS:

Compliance with the “Requirements for Employment” as outlined in the Society’s Personnel Policy and Procedures Manual and as outlined below

Criminal records search required upon hiring and every five years thereafter

First aid certification required upon hiring and to remain current throughout employment

Excellent written and spoken communication (in English).

To work confidently, effectively and consistently in an independent manner.

Manager check off all other requirements that are applicable to this position:

FoodSafe required

TB test required

Medical certificate required

Driver’s license required (copy to H/R upon hiring and upon subsequent renewals)

Class 4

Class 5

If a driver’s license is required, the employee must submit a driver’s abstract upon hiring and upon subsequent driver’s license renewals. The employee must inform H/R of any changes to his/her driver’s license or any driving infractions.

Use of personal vehicle required

If use of a personal vehicle is required, the employee must maintain adequate insurance coverage as outlined in the Society’s Policy and Procedures Manual. The employee must submit a copy of his/her vehicle insurance and registration to H/R upon hiring and upon subsequent insurance renewals. The employee must inform H/R of any changes to his/her vehicle insurance or registration.

Other: specify -

EMPLOYEE SIGN TO ACKNOWLEDGE UNDERSTANDING AND ACCEPTANCE OF THE TERMS OF THIS JOB DESCRIPTION:	DATE:
SIGNED BY HUMAN RESOURCES:	

Original: to employee’s file

Copy: to employee