

**United Native Friendship Centre
JOB DESCRIPTION**

Position Title: Lifelong Care Support Worker	Date Approved:
Job Class: 3	Date Revised: December 9, 2019

POSITION: LIFELONG CARE SUPPORT WORKER

IMMEDIATE SUPERVISOR: Assigned Team Lead or Designate

SUPERVISION:

Employed by the United Native Friendship Center, responsible for adherence to the policies and directions as determined by the Board of Directors of the Friendship Centre under the supervision of the of the assigned Team Lead or Designate.

RESPONSIBILITIES:

To ensure the development and provision of culturally appropriate community support services through a variety of program formats specific to our Friendship Centre and communities. To ensure the development of community support services with particular attention to the needs of Indigenous elders & seniors, persons whom are differently abled, chronically ill, and or those needing support with palliative care. To provide for the development of culturally appropriate comprehensive volunteer support circles/services. Responsibilities include providing administrative support and coordinating functions of the Life Long Care Program.

QUALIFICATIONS:

- ✓ Social Services Diploma and/or Indigenous Advocacy and/or Personal Support Worker
- ✓ 1 – 2 years' experience working with Urban Indigenous community members, elders & seniors, to provide supports and services within this demographic
- ✓ Knowledge of Anishinaabe language and culture an asset
- ✓ Good oral and written communications skills
- ✓ Group facilitation/networking skills and abilities to work as a member of our community and our team
- ✓ Knowledge and experience in the area of long term care specific to Indigenous people
- ✓ Superior ability to meet deadlines with minimum supervision
- ✓ Strong interpersonal skills, including active and current role-modeling concepts
- ✓ Good management, planning skills and the ability to relate to this demographic
- ✓ Must have a current valid driver's license
- ✓ Current CPR and First Aid Certification
- ✓ Satisfactory current Vulnerable Sector check

JOB SPECIFICATIONS:

a) ***Program Development***

To develop community support services based upon community identified needs; such as meals programs, transportation, friendly visiting, care-giver support, adult day programs, respite care which will give families with opportunity to provide mutual support to one another such as in support groups, healing circles, etc., home maintenance and repairs, security checks.

b) ***Individuals/Families***

1. To advocate for and ensure our clients have access to all long term care programs and services they require.
2. To participate on local Long Term community committees and boards to ensure Indigenous representation and advocacy.
3. Ensure access to medical and Anishinaabe language translation as required.

c) ***Care Support Activities***

1. To conduct ongoing community consultations and needs assessment related to community based service long term care needs.
2. Establish and maintain community contacts with other voluntary Indigenous and non-Indigenous organizations for the purposes of networking.

d) ***Age-friendly Community Awareness & Development***

1. In consultation with the Friendship Centre team, workers will develop a community mobilization plan to recruit, train, and maintain volunteers such as, i.e., voluntary drivers, escorts, friendly visiting, community events, palliative care and respite etc.
2. Establish and maintain a volunteer database.
3. Support the relevant policies and procedures of UNFC related to volunteers.
4. Will provide guidance to the Friendship Centre volunteers involved in the Life Long Care Program, as required.
5. Will work collaboratively with existing Friendship Centre programs.

e) **General**

1. Will work closely and collaboratively with other Friendship Centre staff as per Friendship Centre process.
2. Support culturally sensitive training to Indigenous and non-Indigenous individuals, groups, etc. specifically related to long term care.
3. Maintaining effective communications at all times, written and verbal.
4. Ensuring that all confidentiality requirements are met as per Friendship Centre policy and the law.
5. Other relevant duties as maybe assigned from time-to-time by the immediate supervisor.
6. Sensitive and accepting to the culturally based activities, teachings and practices of UNFC (ie. Smudge, Drumming, Ceremonies etc.)

EVALUATION:

The position will be evaluated after completion of 3 and 6 month probationary periods and then on an annual basis thereafter. It will be based on the UNFC standards of performance and specific goals of the program as agreed upon by the Board of Directors and the Executive Director. In addition to these, regular formal assessment evaluations will be an ongoing process.

By signing this document, I acknowledge that I have read, understand, and agree to the above description related to my position at the United Native Friendship Centre.	
Employee name:	
Employee Signature:	Date: