



# Opaskwayak Health Authority Position Description

## Identifying Information

<b>Position Title</b>	Child Development Worker
<b>Reports To</b>	ICT Services Coordinator - Jordan's Principle
<b>Program</b>	Clinical & Primary Care
<b>Learning Circle</b>	Jordan's Principle
<b>Date</b>	15-Mar-21

## Job Summary

Reporting to the ICT Services Coordinator – Jordan's Principle, the Child Development Worker is responsible for activities coordination; child daycare supports; program / service standards; personal care & home support service delivery; and general administration. The Child Development Workers is a key member of the Integrated Care Team (ICT); is assigned key responsibilities; works in a multi-disciplinary team in consultation & collaboration with OHA program managers to develop & deliver programs & services that meet organizational needs; follows OHA policies & procedures; practices organizational & cultural competencies to the highest level; and provides scheduled coverage to other ICT team members as required.

## Key Responsibilities

Activities Coordination
<ul style="list-style-type: none"> <li>Plans, coordinates &amp; facilitates developmentally appropriate activities &amp; experiences for / youth / children enrolled in the Jordan's Principle Child's First Initiative Program</li> <li>Develops an individualized approach based on client needs including physical &amp; developmental abilities</li> <li>Ensures that the environment is healthy &amp; safe</li> <li>Supports and assists client in activities of daily living</li> <li>Work collaboratively with school and education systems to provide improved access to school resources and quality of care</li> <li>Work collaboratively with CFS and other children advocacy agencies to provide improved access to community resources and quality of care</li> <li>Arrange client transport as required</li> <li>Assists in the planning and implementation of day programming and scheduled outings</li> </ul>
Child Daycare Supports
<ul style="list-style-type: none"> <li>Plans, coordinates &amp; facilitates developmentally appropriate activities &amp; experiences for children enrolled in the Jordan's Principle Child's First Initiative Program</li> <li>Develops an individualized approach based on child needs including physical &amp; developmental abilities</li> <li>Ensures that the environment is healthy &amp; safe</li> </ul>
Program / Service Standards
<ul style="list-style-type: none"> <li>Demonstrates an ability to listen objectively, accept client beliefs, values &amp; lifestyle &amp; takes them into consideration when carrying out assignments</li> <li>Demonstrates empathy &amp; kindness in communicating with client &amp; / or family</li> <li>Demonstrates knowledge &amp; application of technique - basic food preferences of client; prevention of choking</li> <li>Demonstrates knowledge of client routine &amp; lifestyle; communicable disease protocols; procedures for handling blood &amp; body fluids</li> <li>Demonstrates respectful attitude when providing care</li> <li>Demonstrates understanding &amp; application of guidelines, procedures, &amp; practices outlined in the First Nations &amp; Inuit Health Home &amp; Community Care Program Guide</li> <li>Demonstrates use of safe body mechanics at all times</li> <li>Follows guidelines for hand-washing</li> <li>Follows special procedures / directions identified by supervisor</li> </ul>

- Follows specific instructions in home plan & task sheet
- Observes changes in client's physical, condition & functioning & reports changes to supervisor
- Plans order in which tasks are performed & performs tasks according to instructions
- Refrains from imposing personal beliefs, values & lifestyles on client & / or family

### Personal Care & Home Support Service Delivery

- Accommodates client's routine in work plan
- Provides supportive care to clients
- Assist client to move around the home by exercise & walking; in & out of bed or chair; positioning for comfort & maintaining good posture
- Assists client to dress
- Assists client with personal hygiene such as bathing in a tub or sponge bath; shaving & skin care; hair grooming & shampoo; care of hands, feet & mouth
- Encourages client independence in performance or appropriate tasks; allows client to make decisions unless otherwise instructed
- Encourages safe & effective use of walking aids & wheelchair
- Prepares meals according to care plan; practices safe food preparation & storage

### General Administration

- Completes & submits activity & statistical reports – weekly / monthly / quarterly / annually, as required
- Completes client charting & documentation in a timely manner (daily to weekly) as required by OHA policy & process / Accreditation Canada standards
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- Distributes correspondence as required
- Inputs statistical information related to daily service delivery activities into eSDRT (First Nations & Inuit Health Home & Community Care Program reporting program) in a timely manner (daily to weekly) as required
- Prepares & cares for equipment to ensure safety & comfort for client
- Provides up to date reports to the Jordan's Principle Services Coordinator
- Records information as requested by supervisor
- Reports to supervisor when unable to carry out tasks

## Education & Training

<b>Education</b>	<ul style="list-style-type: none"> <li>• Grade 12 or GED equivalent (required)</li> </ul>
<b>Licenses &amp; Certificates</b>	<ul style="list-style-type: none"> <li>• Health Care Aide Certificate or Early Childhood Education Diploma (required)</li> <li>• Valid Manitoba Class 5 Driver's License (required)</li> <li>• Daily access to a vehicle (required)</li> <li>• CPR (preferred)</li> <li>• First Aid (preferred)</li> <li>• Food Safety (preferred)</li> <li>• Lifts &amp; Transfers (preferred)</li> <li>• Mental Health First Aid for First Nations (preferred)</li> <li>• Transportation of Dangerous Goods (preferred)</li> <li>• WHMIS (preferred)</li> </ul>

## Knowledge, Skills & Abilities

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of all relevant legislation, standards, policies &amp; procedures required by the position (preferred)</li> <li>• Knowledge of First Nations community culture, resources &amp; services (required)</li> <li>• Knowledge of Privacy Legislation - PHIPA, PHIA, PIPEDA (preferred)</li> <li>• Knowledge of the programs &amp; services available in the community (preferred)</li> </ul>
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	<ul style="list-style-type: none"> <li>• Knowledge of Trauma Informed Practices (preferred)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Effective stress management skills (required)</li> <li>• Excellent listening, communication, &amp; interpersonal skills (required)</li> <li>• Excellent time management &amp; organizational skills (required)</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate in Cree (asset)</li> <li>• Ability to maintain confidentiality of information (required)</li> <li>• Ability to provide safe &amp; effective supports in a manner that considers each individual's needs for comfort, privacy &amp; respect (required)</li> <li>• Ability to work independently &amp; within a team environment (required)</li> <li>• Ability to work with windows operating system, Microsoft Office – Word, Excel &amp; Outlook (asset)</li> <li>• Physical ability to perform all duties required by the position (required)</li> </ul>

## Experience

<b>Experience</b>	<ul style="list-style-type: none"> <li>• 1-year related experience (required)</li> <li>• Satisfactory employment record including attendance at work (required)</li> </ul>
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## Employment Checks

- Adult abuse registry check (required)
- Child abuse registry check (required)
- Criminal record with vulnerable sector check (required)

## Supervisory Responsibilities

- No supervisory responsibilities

## Organizational Competencies

<b>Client Focus</b>
<ul style="list-style-type: none"> <li>• Applies customer service guidelines that are appropriate for the situation</li> <li>• Creates, develops &amp; nurtures culturally appropriate interactions &amp; connections with team members / clients / families / co-workers / service delivery partners / community members</li> <li>• Develops &amp; maintains successful working relationships with team members / clients / families / co-workers / service delivery partners / community members</li> <li>• Identifies &amp; embraces opportunities to provide helpful information to clients &amp; families</li> <li>• Provides exceptional client service &amp; ensures that clients / families perceive that that all staff are invested in attending to their needs</li> <li>• Understands &amp; is sensitive to culturally diverse customs &amp; traditions impacting health care of clients / family</li> <li>• Works with team members to ensure efficient &amp; effective flow of clients through the department</li> </ul>
<b>Teamwork</b>
<ul style="list-style-type: none"> <li>• Attends staff meetings, training sessions, planning / problem solving sessions, huddles, check-in, etc., recognizing that active participation increases quality of client-focused service delivery</li> <li>• Develops &amp; maintains interpersonal relationship in order to be a fully effective &amp; fully participating team member in a care delivery model that focuses on team building</li> <li>• Mentors new / same position staff in other teams</li> <li>• Participates in committees within the department</li> <li>• Participates in fulfilling the mission, vision, values, goals &amp; objectives of the organization</li> <li>• Serves as a resource to other administrative teams</li> <li>• Supports &amp; participates as an active team member</li> <li>• Works collaboratively with team members / clients / families / co-workers / service delivery partners / community members</li> <li>• Works effectively in a multi-disciplinary team environment</li> </ul>

<b>Communication</b>	
<ul style="list-style-type: none"> <li>• Attends &amp; participate in daily huddles &amp; check-ins as an key component of quality &amp; safety in client care</li> <li>• Communicates issues &amp; concerns promptly to supervisor</li> <li>• Communicates with team members to support &amp; facilitate high quality &amp; safety focused client care</li> <li>• Ensures that verbal &amp; written communication is clear, concise &amp; understood by the listener; asks for feedback</li> <li>• Liaises with internal &amp; external service delivery partners</li> <li>• Practices professional &amp; effective written, oral &amp; interpersonal skills</li> </ul>	
<b>Quality of Service Delivery</b>	
<ul style="list-style-type: none"> <li>• Applies knowledge / complies with policies, procedures, best practice guidelines &amp; applicable legislation</li> <li>• Complies with quality, safety &amp; infection control standards</li> <li>• Maintains a clean &amp; orderly work environment</li> <li>• Meets or exceeds attendance standards in order to support team performance</li> <li>• Practices continuous quality improvement to program &amp; service delivery, process &amp; organizational effectiveness</li> <li>• Reports defective or missing equipment &amp; safety hazards</li> <li>• Understands key concepts including same day access, primary care provider continuity, empanelment &amp; integrated care</li> </ul>	
<b>Quality of Performance</b>	
<ul style="list-style-type: none"> <li>• Ability to perform job with minimal supervision</li> <li>• Arrives at work &amp; starts on-time in order to support of client-focused care delivery</li> <li>• Develops &amp; monitors a system for tracking / monitoring / managing tasks / actions items / projects</li> <li>• Effectively prioritizes needs, problem solves &amp; makes decisions to the level required by the position</li> <li>• Efficiently &amp; effectively manages multiple tasks / responsibilities</li> <li>• Maintains &amp; develops a high level of computer skills in order to effectively &amp; efficiently access multiple programs that support high quality client service delivery</li> <li>• Maintains professionalism at all times, practices conflict resolution skills with clients &amp; staff</li> <li>• Seeks out &amp; participates in learning opportunities in order to develop practical / technical / professional skills required by the position</li> <li>• Takes responsibility for all work activities &amp; personal actions by following through on commitments</li> </ul>	

**Cultural Competencies**

<b>Seven Sacred Teachings</b>	<p><b>Humility • tapaténimōwin • To accept yourself as a sacred part of creation is to know humility</b></p> <ul style="list-style-type: none"> <li>• Learn not to be arrogant</li> <li>• Do not think too highly of yourself</li> <li>• Do not want for yourself</li> </ul>
	<p><b>Honesty • tapwéyatisiwin • To walk through life with integrity is to know honesty</b></p> <ul style="list-style-type: none"> <li>• Be truthful &amp; trustworthy</li> <li>• Use straightforward &amp; appropriate communication</li> <li>• Be honest with yourself as well as with others</li> </ul>
	<p><b>Respect • kistenítamowin • To honour all creation is to have respect</b></p> <ul style="list-style-type: none"> <li>• Show regard for the values of people &amp; things through appreciation</li> <li>• Don't hurt anything or anyone on the outside or inside</li> <li>• Never take more than you need &amp; always give away that which you do not use</li> <li>• Learn respect &amp; learn balance</li> </ul>
	<p><b>Courage • sōkétahawin • To face life with courage is to know bravery; the personal strength to face difficulties &amp; challenges</b></p> <ul style="list-style-type: none"> <li>• Have courage</li> <li>• Make positive choices</li> </ul>

	<ul style="list-style-type: none"> <li>Stand up for your convictions</li> </ul>
	<b>Wisdom • nipwakéwin • To cherish knowledge is to know wisdom</b> <ul style="list-style-type: none"> <li>To live your life based on your unique gifts is to live wisely</li> <li>Do not live based on what you wish you were</li> <li>Live on what you are</li> </ul>
	<b>Truth • tapwéwin • To know these things is to know truth</b> <ul style="list-style-type: none"> <li>Be sincere in action, character &amp; what you say</li> <li>Pray, every day</li> <li>Ask for yourself when there is no recourse</li> <li>And give thanks, always</li> </ul>
	<b>Love • sakítowin • To know love is to know peace</b> <ul style="list-style-type: none"> <li>You must understand and live the other six teachings before you can know love</li> <li>Attachment is based upon devotion, admiration, tenderness, unselfishness, loyalty &amp; concern</li> <li>To love yourself is to live in harmony with all creation</li> </ul>

### Working Conditions

<b>Mental Demands</b>	<ul style="list-style-type: none"> <li>Frequent changes in policy / process</li> <li>Frequent changes in the workplace (staff, budgets, etc.)</li> <li>Occasional concern for personal safety</li> <li>Occasional conflicting work priorities</li> <li>Occasional heavy workload</li> <li>Occasional inability to make decisions &amp; /or lack of control over work</li> <li>Occasional unpredictable or unstable working conditions</li> <li>Occasionally dealing with workplace or client trauma that is stressful</li> <li>Occasionally encounter difficult interpersonal relationships&amp; / or inability to make changes</li> <li>Occasionally encounter emotionally charged situations</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>Frequent exposure to hazardous substances &amp; / or biohazards</li> <li>Frequent lifting, pushing &amp; pulling up to 100 lbs.</li> <li>Frequently required to work at off-site locations</li> <li>Lack of onsite office &amp; /or shared workspace</li> <li>Occasional need for extensive driving / bad road / bad weather conditions</li> <li>Occasionally isolated from peers for long periods of time</li> <li>Pleasant work environment</li> </ul>
<b>Work Context</b>	<ul style="list-style-type: none"> <li>Occasional inability to control workflow</li> <li>Occasionally require flexible work hours for on-call requirements</li> <li>Occasionally required to be available for emergency / on-call / in person attendance</li> </ul>

### Approvals (required for new job descriptions only)

I certify that this is an accurate description of the responsibilities required of the position & that it forms the basis for the position classification level & the performance appraisal related to this position.

\_\_\_\_\_  
**Human Resource Coordinator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Program Manager / Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director**

\_\_\_\_\_  
**Date**

**Employee Signature (required upon acceptance of position)**

I have read the foregoing & understand it is a description of the duties assigned to my position.

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**