



## **ABOUT US**

Turning Leaf Support Services is a non-profit, charitable organization dedicated to providing crisis and treatment services to those experiencing intellectual challenge and mental illness.

Our services are provided by caring, skilled community members that are dedicated to helping those experiencing intellectual challenge and mental illness. Our employees are deeply committed to working with participants in addressing the seemingly insurmountable obstacles they face every day: addiction, discrimination, homelessness, poverty, stigma, isolation, and loneliness. Turning Leaf Support Services builds trusting relationships with people, helping them engage a process of change and providing a sense of hope.

Being a part of the Turning Leaf family means you will have the opportunity to make a direct and positive impact on people's lives every day. The work is challenging in all the best ways and deeply rewarding. Many of our employees say they have found their life's purpose while working here.

Turning Leaf Support Services provides ongoing, meaningful training to ensure we remain an industry leader, that our employees have the skills and confidence to be successful in their careers, and so our participants receive the best possible support services to help them live the life they imagine for themselves.

We are an organization that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. We are constantly growing, and we are always hiring. If you feel called to be a part of the Turning Leaf team, please apply today.

## **DAY PROGRAM SUPPORT WORKER JOB SUMMARY**

Day Program Support Workers are responsible to provide our services to the Day Program participants. Day Program Support Workers will report to and work closely with the Day Program Supervisor to observe, plan and implement activities to facilitate learning and development in daily living, social and life skills.

Day Program Support Workers will also assist and work with the Day Program Volunteers through scheduling and support to ensure the smooth running of the program.

## **ESSENTIAL REQUIREMENTS**

- Cover letter and updated resume
- 18 years of age or older
- Available anytime 35 - 40 hours p/week (Full time)
- Available anytime 15 – 25 hours p/week (Part time)
- Available anytime 15-less hours p/week (Casual)
- Clear Criminal Record Check with Vulnerable Sector Check, Adult Abuse Registry Check and Child Abuse Registry Check (no older than three months)

- Valid Standard First Aid / CPR Certification
- Minimum of one-year experience in a Day Program setting or
- Completion of a Post-Secondary Education in Human Services (Certificate, Diploma or Degree) is considered an asset
- Three employment references

## QUALITIES AND QUALIFICATIONS

Turning Leaf Support Workers must possess the capacity to be aware of and control one's own emotions. Moreover, Support Workers must be able to handle interpersonal relationships judiciously, empathetically, and professionally while executing their responsibilities and providing Turning Leaf's person-centered supports.

- Excellent written and oral communication skills
- Conflict resolution skills
- Organizational and planning skills with related decision-making abilities
- Strong interpersonal skills and an ability to work effectively as part of the team
- Experience in nutrition, menu planning and meal preparation
- Able to treat each participant with dignity and respect

## SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- To report any unusual occurrences or incidents to the Day Service Manager or their designate immediately, and document such in a manner as prescribed by the agency and Manitoba Family Services and Housing or WRHA (depending upon the member's affiliation)
- To assist and collaborate, when applicable, with any or all other collateral agencies as a representative of Turning Leaf (Inc.) in a professional manner
- To demonstrate the fundamental principles of the agency when engaging the member in daily activities
- To assist in the development and provision of behavior management strategies, training programs, and member support as determined by the Day Services Manager and the agency clinical team or systems team (e.g., collateral team). This is to be provided in keeping with the agency's mandate and in a non-intrusive, non-threatening, non-manipulative, supportive manner, in the least restrictive environment as is possible
- Provide direct, in person supervision to members of the Day Service in the manner as prescribed by the Day Service Manager and the Clinical Team
- Responsible for the ongoing development, monitoring and maintenance of individual member program plans, as well as the review and communication of such plans on an ongoing basis with co-workers
- To identify and directly intervene around behaviors of risk, as personal safety allows. Report risk behaviors to appropriate entity (e.g., police, Manager, etc.)
- Completion of individual member progress notes on a regular basis throughout the course of time the individual is on duty. The Support Worker is responsible for documenting in an accurate, descriptive, and objective manner, addressing goal areas and issues as determined by the Manager.
- Responsible for the completion of a time log of member activities and whereabouts. This is to be maintained on an ongoing basis throughout the course of time a worker is on duty

#### **DAY PROGRAM SUPPORT WORKER BENEFITS**

- Health Benefits (Full-time employees)
- GRRSP Program (optional)
- Paid Wellness Time (Full-time employees)
- Bereavement and Compassionate Care Time
- Mileage Reimbursement (when applicable)
- Employee Assistance Program (EAP)
- Paid training (First Aid/CPR, NVCI, VPA, etc.)

#### **HOW TO APPLY**

**Please submit your detailed cover letter and resume to [hr@turningleafservices.com](mailto:hr@turningleafservices.com)**