

ROLE DESCRIPTION

JOB TITLE:	HOME SHARE PROVIDER
PROGRAM:	HOME SERVICES – ADULT HOME SHARE
REPORTS TO:	CASE MANAGER; COORDINATOR II; SERVICE MANAGER

SUMMARY

Home Share Providers are contracted through Adult Home Share of New Directions to share their home with a person who has a disability.

RESPONSIBILITIES

PERSON CENTRED SUPPORTS

- Listens to what is important to the person, and acts on that information;
- Acts as an advisor and coach to the person, ensuring people understand everything that may affect their life and supports;
- Works in partnership with the person to identify their personal needs, wants and goals;
- Identifies recreational/social/volunteer opportunities based on individual goals;
- Helps connect people with a support network of allies;
- Provides leadership and mentoring to people;
- Ensures personal choice and decision making is encouraged and respected by everyone involved with the person;
- Supports the person to increase competence in areas of assertiveness, self-advocacy, and citizenship;
- Facilitates and supports customs, celebrations and traditions of the person;
- Encourages and supports the person to record their personal life story, ensuring contact information of friends and relatives are recorded;
- Attends relevant collateral meetings as required (psych, specialist, day program etc.).

HOME ENVIRONMENT / INCLUSION

- Home meets all Residential Care Licensing standards, including providing a smoke free environment;
- Annual reviews are conducted, and any recommendations are dealt with in the time line provided;

- Provides support, care and supervision in a manner that respects the person's rights to make choices, lead planning and direct services;
- Available to respond to emergency situations;
- Models and coaches the person on socially appropriate interactions;
- Encourages community membership and participation through facilitating activities (spiritual, vocational, recreational, and educational) of the person's choice, attending with the person and providing transportation if necessary;
- Assist with personal growth and skill development congruent with individual goals;
- Family and friends are welcomed to visit the person at home, and people are encouraged to invite others over.

COMMUNICATION

- Ensures open and honest communication with the goal of getting to know the person, their interests, likes and dislikes, dreams and goals;
- Ensures open and honest communication between Home Share Provider, Case Manager and Coordinator II, relaying successes and concerns in a timely fashion;
- Changes with the home are communicated prior to changes being made, including guests or permanent residents, vacation plans with or without the person, respite arrangements etc.

ADMINISTRATIVE DUTIES

- Maintains necessary documentation as outlined in "Home Share Provider Guidelines" and submits as required;
- Ensure medical appointments are completed annually;
- Maintains current financial documentation, submitting records to the Assistant Coordinator monthly.

PROFESSIONAL DEVELOPMENT

- Attends two professional development workshops annually;
- Receives any specialized training as requested;
- Receives mandatory training within the first year of contract, and recertifies as necessary:
 - Emergency First Aid;
 - Non Violent Crisis Intervention (NVCi);
 - Medication Administration;
 - Guide to the Vulnerable Person's Act.

RESPITE

- Responsible to recruit at least 2 respite workers;
- Submit to the Coordinator II all paper work on respite workers prior to using them;
- Responsible to train respite workers, explaining needs of the person, things they like to do and how best to support them.