
CONWAY WORKSHOP ASSOCIATION
Job Description

POSITION: Residential Instructor

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1. Responsible for, under the supervision of the Residential Supervisor, the daily operation of the Small Option home, and the overall care, treatment and training of the residents in accordance with the programs.
2. Provide for the personal needs of residents, including such things as clothing purchases and repairs, hair cuts, personal necessities (medical appointments under delegation of the Residential Supervisor) and special occasions.
3. Assist Residential Supervisor in dealing with emergencies without immediate direction if necessary. For example: accidents, behaviour problems, etc. Prepare appropriate documentation as outlined in the Association's policies and procedures.
4. Assist Residential Supervisor in carrying out proper fire and safety measures to provide a safe living environment.
5. Notifies Residential Supervisor of such things as medical refills, hospital admittances, contact with police or law officials, doctors appointments, etc.
6. Assist Residential Supervisor in carrying out his/her duties and goals set down by the Association.
7. Follow the policies and procedures as set down by the Conway Workshop Association.
8. Provide night time supervisory coverage, as well as, day-time supervisory coverage according to scheduled shifts.
9. Attend and participate in staff meetings, staff training sessions, in-services, and/or workshops as scheduled. (Only two meetings missed per person per year)
10. Assist residents in preparing food, meals, menu planning, grocery shopping, and assists residents with personal needs such as grooming, toileting, clothing, haircuts, and leisure / recreational / spiritual activities according to the resident's individual programs.
11. Ensure the home environment is well maintained and that regular household cleaning is carried out with staff assisting the residents in this process.

Revised: March 28, 2007

Review Date: October 1, 2008

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12. Administer medication and treatment as prescribed and maintains control of medication supply, practising precautionary measures while on shift.
13. Assist Residential Supervisor and Client Services Supervisor in assessing client skills, progress and records same in client's journal.
14. Assist in ensuring the maintenance and cleanliness of a safe and secure client and staff environment.
15. Assist Residential Supervisor and Client Services Supervisor in setting up new programs for residents and program implementation, thereafter to ensure resident's needs are being met on a continuous basis.
16. Arrive for shift fifteen minutes prior to scheduled shift start time in order to read communication books and receive any pertinent information regarding the residents.
17. Notify supervisor, according to policy, of last minute changes regarding absence from a shift to ensure adequate shift coverage can be determined in time.
18. Perform such other duties as may be assigned through the Policy and procedures Manual or by the residential supervisor or Executive Director.
19. Ensure the seven core standards are updated yearly as required by the Department of Community Services. (Fire & Life Safety, Behavioural Supports, CPR & 1st Aid, Crisis Prevention Intervention, Health and Personal Care, Individual Program Planning and Medication Awareness)

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