

BASIC RESPONSIBILITIES AND DUTIES OF ALL VESTA STAFF

Supervision:

The Executive Director or delegate will provide supervision.

Direct Services:

- To maintain client confidentiality in accordance with policy and procedure manual
- To provide supervision and support services for residents
- To ensure clients follow the BASICS as per program module
- To provide crises and/or support counselling as required or requested
- To provide mediation for clients in conflict as required or requested

Health and Safety Duties:

- To dismiss violent and/or impaired clients as per the discharge policies
- To secure the staff and administration offices as required and appropriate
- To secure all client medication as per the policies and procedures
- To supervise clients while they are taking their medication as per shift procedure
- To ensure the FIRST AID KIT is updated and re-stocked as required
- To provide supervision and support for meal preparation and meal times
- To ensure food storage is compliant with health standards
- To assist with house laundry, bedding and general house maintenance as required
- To ensure the facility has appropriate lighting as required for safety
- To secure inventory of cleaning materials, tools and solvents in designated storage areas
- To ensure all fire exits are accessible according to floor plans; and,
- To ensure all fire and safety are implemented as per policy and procedures

Administrative Duties:

- To maintain client confidentiality in accordance with the policy and procedure manual
- To attend and participate in weekly staff meetings as requested or required
- To read, review and maintain log entries and reports as required per scheduled shift
- To document appropriate log entries, incoming call, or messages
- To provide the in-coming staff with a "house climate" hand-over at shift exchange
- To complete and file *Incident* and/or *Accident* reports as required.
- To read and review policy and procedure manual annually to maintain an informed position
- To complete other duties or tasks as required ensuring effective operations of the programs

Team Partnerships:

- To work with team members in an honest, caring and respectful manner
- To participate team performance weekly reviews to clarify any items that are presented to maintain day to day operations and provisions of a program with continuity and consistency

COUNSELLOR I

OVERNIGHT RELIEF STAFF



- To provide supervision and support services for residents overnight.
- To complete all security checks of: doors, windows, appliances and alarms systems.
- To ensure the safety of the clients with periodical floor and safety checks.
- To contact the on-call staff in emergencies for supervision as required.

CANDIDATE QUALIFICATIONS:

- Will have the educational, work and/or personal life experiences that speak to her ability to provide supervision, support and leadership for women
- Will have the ability to discriminate between the professional and personal self through a clear understanding of these boundaries.
- Will have good communication skills oral and written
- Will have good conflict resolution skills
- Will provide the agency with an up to date security clearance
- Will have a valid CPR and First Aid Certificate **OR**
- Will secure one during Probationary Period