

*Our mission is to satisfy the vocational and social needs of individuals with a mental disability by providing meaningful employment, recreation and social opportunities.*

## **JOB DESCRIPTION**

**POSITION:** Vocational Support Worker

**REPORTS TO:** Program Supervisor

### **POSITION SUMMARY:**

Under the direction of the Production Supervisor, assist in the development and implementation of Individual Plans. Under the direction of the Production Supervisor, you will ensure that contract work is completed, maintain accurate performance records, attend to personal needs of employees and perform other duties as required.

### **MAJOR RESPONSIBILITIES**

The primary responsibility of this position is to support each employee in reaching the goals identified in their Individual Plan.

1. Under direction of Production Supervisor, assist in the development and implementation of Individual Plans by:
  - a) providing information to assist in developing Individual Plans
  - b) providing feedback to employees when the behavior they are displaying is not within acceptable limits
  - c) interacting with employees in a manner that is in support of their Individual Plan
  - d) monitoring and keeping appropriate records of Individual Plans
  - e) keeping the Program Manager informed of Individual Plans in terms of its contents, goals, progress and changes to the Plan
  - f) informing Production Supervisor of any need to redevelop or reassess an Individual Plan

The secondary responsibility of this position is to assist in the completion of contracts to meet the vocational component of this organization.

2. Assist Production Supervisor in ensuring that contract work is completed by:
  - a) assisting Production Supervisor in organizing, training for performance and completing contracts
  - b) supervising and training employees for appropriate work ethic and quality control
  - c) ensuring employees are being constructive during periods of downtime i.e.: cleaning, crafts, literacy skills, etc.
  
3. Maintain accurate performance records by:
  - a) documenting training techniques used and learning style of employees
  - b) documenting between task performance
  - c) documenting individual quality and speed of performance on contract work
  
4. Attending to personal needs of employees by:
  - a) monitoring appropriate grooming
  - b) assisting when ill or indisposed
  - c) assisting with feeding and toileting as required
  
6. Janitorial duties as directed by the Production Supervisor
  
7. May be required to participate in Norshel's Travel Club for 3 days 2 nights if requested by Program Manager
  
8. Other duties as required