

# ACCESS SERVICES

## CAREGIVER/SUPPORT WORKER RESPONSIBILITIES

*westvancouver*

### **Caregiver/ Support Worker Responsibilities: During West Vancouver Community Centre Programs**

Support workers must be 19 years of age or older, must have a recent and successful criminal record check (within the past 12 months).

One support worker per participant is required for children who usually receive Special Education Assistance (SEA) in the school system. Families can always bring their own support to any programs. Please notify Access if you are registered for a program and plan to bring your own support by calling 604-925-7279. (Sometimes arrangements need to be made for seats on a bus or extra equipment and some camps can only accommodate one additional support worker). We are only able to offer one-to-one support workers in summer camps when we receive grants to do so.

West Vancouver staff is responsible for planning and supervising the gym/swim/camp program. Support workers are responsible for managing the participant's behaviour and ensuring their participant follows the rules. Support workers need to be within arms' reach of their participant at all times, especially in the water.

If the participant's behaviour becomes a challenge in the program, the support worker should remove child and may return when child is settled and ready to participate. There is no tolerance for aggressive behaviour in our camps and if the participant is becoming agitated or aggressive, support workers can use a time-out space in the same room, move into the hallways or outside. When the participant settles s/he may return. Always let a staff member know where you are—if a parent comes to pick up a child or there is an emergency we need to know the whereabouts of all program participants. Depending on the incident, future participation in the program may be reviewed by the team.

Support workers should feel free to participate in our programs to normalize the participant as much as possible, show a willingness to help all children, get to know other children and help them identify common interests and encourage friendship. Our priority is to find ways to help all children have fun with their peers and to participate to the best of their ability in program activities.

West Vancouver programs are located in areas where a participant's safety is important. Please be vigilant! Safety in our facilities, parks and on our equipment is important at all times, for example:

- Stay clear of swings and other equipment when in use by others. When using the swing/rings support workers should be able to quickly stop their participant if needed. This ensures the safety of both parties!
- One person only (or one person and one support worker if needed) on the trampoline at a time.
- If there are other people waiting for the equipment, please take turns.
- Notify staff if you need a plan to care for your child while you change or go to the bathroom.