



**VERNON AND DISTRICT ASSOCIATION
FOR COMMUNITY LIVING**

4240 Alexis Park Drive, Vernon, BC V1T 6H3
Ph: 250-542-2374 Fax: 250-549-3394 Email: info@vdacl.ca

**File: JPJun18-4
(REVISED)**

JOB POSTING

June 12, 2018

This position is open to all applicants, regardless of gender identity.

This position requires a Union membership.

A Class 4 Driver's License is required.

This position requires a high level of physical activity.

POSITION: **REGULAR PART-TIME COMMUNITY SUPPORT WORKER**
Qualifications: As per job description (attached).
Skills/Abilities: Attendance record and performance evaluation history will be considered as relevant to final candidate selection.
Experience: As per job description (attached).
Wage: \$18.15 to \$21.14 per hour, as per union contract, Grid 10.
Location: Lifeskills
Shift Schedule: Monday to Thursday - 08:00 to 14:30 hrs and Friday - 08:00 to 14:00 hrs, or as necessary to accommodate roster requirements.
Hours per week: 32 hours per week.

CLOSING DATE **June 19, 2018 14:00 hrs.**

Submit **current resume with cover letter**, clearly outlining experience as it pertains to outlined qualifications, duties and requirements, in confidence, to:

Janet Hackman
Human Resources Manager
Venture Training, VDA CL
Fax: 250-549-3394
Email: jhackman@vdacl.ca

We thank all those who apply however, only those interviewed will be contacted.

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JOB DESCRIPTION

COMMUNITY SUPPORT WORKER – LIFESKILLS

JOB DESCRIPTION

Organizes and implements social, recreational, educational, and vocational activities and programs designed to meet the needs of individual participants. Activities may take place within the organization's facilities or in the community. The Support Worker strives to create a fun and enjoyable atmosphere in order to encourage participants' involvement in daily activities. Reports to the Program Coordinator.

General Job Expectations

- Interacts effectively and respectfully with program participants.
- Supports and promotes a friendly and co-operative relationship with participants' families/caregivers.
- Supports and promotes a friendly and co-operative relationship with co-workers.
- Supports and promotes a friendly and co-operative relationship with Ministry representatives.

Key Duties and Responsibilities

1. Upholds the philosophies of the V.D.A.C.L. and initiates development of policies and procedures related to the Lifeskills Program.
2. Assures confidentiality. Acts as an appropriate role model at all times.
3. Plans, organizes, and implements recreational, social and/or educational activities and programs designed to meet the needs of participants as outlined by ISP and quarterly reports. Activities may take place within the organization's facilities or in the community.
4. Encourages and facilitates the participation of individuals in the program. Creates a fun and enjoyable atmosphere in order to enhance the program's appeal to program participants.
5. Maintains an up-to-date knowledge of new trends in activities programming.
6. Maintains awareness of any problems (medical, behavioural, or other) experienced by program participants and informs the Program Coordinator.
7. Maintains appropriate records and statistics and ensures all required documentation is accurate and complete. Acts as an advocate for consumers at meetings.
8. Provides liaison with other agencies and the community. Fosters a positive working relationship with staff members.
9. May be required to transport program participants, and it is the responsibility of the Support Worker to ensure that all requirements are met to provide safe transportation, including proper driver's license, insurance, and vehicle maintenance.
10. May be required to provide some personal care e.g. assist with feeding, toileting, changing, administering medications and transferring.
11. Performs other related duties as required.

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Additional Information

A high level of physical fitness is required since direct delivery of program activities may involve standing, walking, bending, lifting, etc. This position may be required to work outside normal working hours and/or outside the organization's facilities depending upon the type of activity scheduled.

QUALIFICATIONS

Education, training, and experience

- Minimum of Special Needs Certificate, Community Support Worker Certificate, or Human Service Worker Certificate or a combination of equivalent education and experience.
- Valid Class 4 (Unrestricted) Driver's License and current Driver's Abstract
- Current Occupational First Aid Level 1/CPR
- Food Safe Certificate
- Satisfactory Criminal Records Check

Job skills and abilities

- Strong personal values based on self-determination and quality of life issues for all individuals.
- Excellent interpersonal behaviour and communication skills (ability to interact effectively with participants).
- Written and verbal communication skills.
- Good organization, time and general management skills.
- Demonstrated ability to teach and work effectively with program participants in both group and one-to-one situations.
- Ability to work independently and/or as part of a team.
- Ability to use initiative to develop programs to meet individual and/or group needs.

* An acceptable combination of education and experience may be accepted.

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