



**VERNON AND DISTRICT ASSOCIATION  
FOR COMMUNITY LIVING**

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**File: JPMar19-6**

**JOB POSTING**

**March 19, 2019**

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

This position requires Union membership.

A Class 4 Driver's License is required. The employee may be required to use their own automobile in the performance of the duties in this position.

A high level of physical fitness is required. Must be physically able to utilize and assist with a transfer belt in various situations and provide personal care. May be required to go swimming.

Involves community inclusion.

<b>Position:</b>	<b>TEMPORARY FULL TIME 1:1 SUPPORT WORKER</b>
<b>Qualifications:</b>	As per job description (attached) ABA experience and Mandt Technical training preferred
<b>Skills/Abilities:</b>	Attendance record and performance evaluation history will be considered as relevant to final candidate selection
<b>Experience:</b>	As per job description. (attached) <b>Must have experience with Autism, Mood Disorders and following Behaviour Plans</b>
<b>Wage:</b>	\$19.39 to \$22.58 as per Wage Grid Level 11
<b>Location:</b>	Various Programs
<b>Shift Schedule:</b>	Monday, Tuesday - Off, Wednesday to Sunday - 14:30 to 22:00, or as necessary to meet roster requirements
<b>Hours per week:</b>	37.5

**CLOSING DATE: March 26, 2019 @ 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, VDACL  
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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## VERNON AND DISTRICT ASSOCIATION FOR COMMUNITY LIVING

<b>Position Title:</b> 1:1 Support Worker	<b>Program:</b> Residential Services (Hawthorn/Aspen)
<b>Position Reports to:</b> Program Coordinator	<b>Position Classification:</b> Community Support Worker
	<b>Grid Level:</b> 11
<input checked="" type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Revised</b> <input type="checkbox"/> <b>No Changes</b>	<b>Date Approved:</b> January 22, 2018

### Job Summary:

The 1:1 Support Worker ensures the well-being of participants in their home and promotes their development and independence. A key component of this job is to support participants in their physical, social, vocational, emotional and daily life skills development. This increases their independence and allows them to function to their maximum potential in their home and community.

Organizes and implements social, recreational, educational, and vocational activities and programs designed to meet the needs of the individual participant. Activities may take place within the Participants home, organization’s facilities or in the community.

Services provided include life skills training, crisis intervention, and behavior management whether on a one-to one basis or in a group environment. The Worker implements and evaluates recreational, vocational, social and educational activities for participants involved in the daily living and person centered plans. The Support Worker strives to create a stable, consistent, interactive and enjoyable atmosphere in order to encourage individual participation in daily activities.

Required to work independently with clients who exhibit a wide range of behaviors and experience emotional distress.

### Reports to:

Program Coordinator

### Key Duties and Responsibilities:

#### Job Function #1: Participant Responsibilities

- Upholds the philosophies of VDACL and initiates development of policies and procedures related to participant’s program.
- Assures confidentiality in the home and in the community
- Acts as an appropriate role model, modeling behavior that is desired for the participant at all times.
- Follow participant’s behavior plans, safety plans, protocols and approaches at all times
- Instructs, supervises, and assists participant in the development of daily living skills (including but not limited to leisure, time and money management, good health, safety, work and social skills and habit development).

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- Encourages and facilitates the participation of individual in their home program.
- Creates a consistent, relaxing and interactive atmosphere based on participants needs at all times.
- Support individuals with the opportunity to participate in integrated community activities with an appropriate mix of educational, vocational, and recreational involvement.
- Assist participants in the development of personal networks as developed through their Person Centered Plan.
- Organizes physical, recreational, educational activities.
- Support and guide participants with all aspects of personal care, medical issues, and personal safety
- Co-ordinate/provide for the participant's transportation needs within the program. It is the responsibility of the Support Worker to ensure that all requirements are met to provide safe transportation.
- Participate within the team model regarding: assessment, goal setting and program planning for each individual and to document, implement and evaluate programs as required.
- Facilitate immediate treatment in the case of illness or accident.
- Administer and record medications in accordance with guidelines, and to ensure that all prescribed medications are consumed by participants according to schedule.
- Monitor health needs including the practice of preventive safety and health care techniques.
- Assists with case management by identifying potential problems and reporting any difficulties to the Program Coordinator and or Senior Resident Worker.
- Provides emotional support and feedback to participant and their stakeholders.

## **Job Function #2: Program Duties**

- Works effectively as a member of a team, including openness to providing and accepting feedback
- Provides input with regard to the development of appropriate program plans to achieve participants' objectives.
- Maintains an up-to-date knowledge of new trends in activities for Programming.
- Maintains awareness of any problems (medical, behavioral, or other) experienced by participant and informs the Program Coordinator and or Senior Resident Worker.
- Fosters a positive working relationship with team members and stakeholders.
- Develops and maintains positive relationships with families, caregivers, employers, neighbors, local merchants and other members of the community, agencies etc.
- Participates in various participant focused activities in accordance with care plans, safety plans, behavior plans and approaches.
- Recognizes, analyzes and deals with potential emergency situations such as participants' aggressive behaviour to ensure no harm comes to the participant and/or the public. Reports problems to the Program Coordinator and or Senior Resident Worker. Fills out proper documentation to provide to funding agent, association and Behavior Specialists.
- Implements and follows up on participants' health and behavior protocols
- Ensures that all maintenance/safety needs, including equipment, supplies, and building concerns are reported to the Executive Director or Program Manager, as appropriate and in a timely fashion
- Aware of all exits, emergency and disaster procedures, emergency numbers and the location and operation of fire extinguishers, ensure that all safety procedures are followed.

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- Performs other household related duties as required to maintain and enhance a home environment for the participants.

### **Job Function #3: Administrative Duties**

- Keep accurate records and read all relevant information in the log and communication books and personal files on a daily basis. Documents in Sharevision at the end of every shift regarding participants' daily activities, progress, goals and behavior concerns.
- Document on Incident reports as per CLBC requirements.
- Responsible for proper financial record keeping and accounting for program funds (i.e. petty cash) and submitting these records to the supervisor as required.
- Completes medication forms and follows medication procedures
- Understands the defined role, scope, and limitations of a Support Worker in the wider spectrum of social services.

### **Qualifications: Education, Training, and Experience**

1. Completion of Special Needs Course or equivalent\*
2. ABA experience an asset
3. Minimum one (1) year recent related experience or an equivalent combination of education, training and experience
4. Mandt Technical training
5. Valid B.C. Class 4 Driver's License and current Driver's abstract
6. 5 million liability Business Class insurance (reimbursable)
7. Valid First Aid Certificate Level 1
8. Satisfactory Criminal Records Check
9. Food Safe Certificate
10. Non-Violent Crisis Intervention - CPI, Mandt, etc.

### **Job Skills:**

1. Work independently with clients who exhibit a wide range of behaviours and experience emotional stress.
2. Good written and verbal reporting skills. Must be competent on computers as all documentation must be completed on Sharevision.
3. Must be physically able to assist individuals utilizing transfer belts in various situations.
4. Demonstrated ability to teach and work effectively with others in both group and one to one settings.
5. Knowledge of theory, principles and practices of the field.
6. Good organization, time and general management skills.
7. Good interpersonal, behaviour and communication skills.
8. Performs effective conflict resolution and de-escalation techniques.
9. Possesses both assertiveness and tact when offering cues and reminders.
10. Notices behaviour, body language, verbal and non-verbal cues that suggest possible anxiety and aggression
11. Remains calm, professional and supportive when dealing with challenging behaviours and disruptive conduct. Be a positive role model at all times.

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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.

Each employee is responsible for knowing and following Association Policies and Procedures.

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

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