



VERNON AND DISTRICT ASSOCIATION FOR COMMUNITY LIVING

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| Position Title: Community Support Worker | Program: Community Connections |
| Position Reports to: Program Coordinator | Position Classification: Community Support Worker |
| | Grid Level: 10 |
| <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> No Changes | Date Approved: February 12, 2018 |

Job Summary: 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 Community Support Worker strives to create a fun and enjoyable atmosphere in order to encourage individual participation in daily activities. **An acceptable level of physical fitness is required in order to safely fulfill the duties as described below.**

Key Duties and Responsibilities:

1. Upholds the philosophies of VDACL and initiates development of policies and procedures related to the Day Program.
2. Assures confidentiality. Acts as an appropriate role model at all times.
3. Instructs, supervises, and assists participants 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).
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 participants.
5. Maintains an up-to-date knowledge of new trends in activities programming.
6. Maintains awareness of any problems (medical, behavioral, or other) experienced by participants and informs the Program Coordinator.
7. Fosters a positive working relationship with staff members.
8. Maintains appropriate records and statistics and ensures all required documentation is accurate and complete. Acts as an advocate for participants at meetings.
9. May be required to transport participants, and it is the responsibility of the Support Worker to ensure that all requirements are met to provide safe transportation.
9. May be required to provide some personal care e.g. assist with feeding, toileting, changing, administer medications and transferring.
10. Participates in various participant focused activities in accordance with care plans.
11. 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.
12. Assists with case management by identifying potential problems and reporting any difficulties. Provides input with regard to the development

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- of appropriate program plans to achieve participants' objectives.
13. Provides emotional support and feedback to participants and their families.
 14. Facilitates physical, recreational, educational activities. Must have high level of physical fitness. Must be willing and able to participate in all leisure and sporting activities including swimming.
 15. Performs daily program janitorial duties such as sweeping, mopping floors, dishes, shopping, cleaning bathrooms, etc.
 16. Recognizes potential emergency situations and reports problem to the present Senior Staff and/or Program Coordinator ensuring that health and safety standards are maintained.
 17. Documents in Sharevision reports regarding participants' daily activities and progress.
 18. Performs other related duties as required.

**Qualifications/
Requirements:**

Education, Training and Experience

1. Completion of Special Needs Course or equivalent*
2. One (1) year of recent related experience or a combination of education, training and experience.
3. Valid B.C. Class 4 Driver's Licence and current Driver's Abstract
4. Valid First Aid Certificate Level 1
5. Satisfactory Criminal Records Check
6. Satisfactory Medical Clearance
7. Foodsafe Certificate
8. Non-Violent Crisis Intervention - CPI, Mandt, etc.

Job Skills:

1. Good written and verbal reporting skills. Must be competent on computers as all documentation must be completed on Sharevision.
2. Demonstrated ability to teach and work effectively with others in both group and one to one settings.
3. Knowledge of theory, principles and practices of the field.
4. Good organization, time and general management skills.
5. Good interpersonal, behaviour and communication skills (ability to interact effectively with participants).
6. Strong personal values based on self-determination and quality of life issues for all individuals.
7. Ability to use initiative to develop programs to meet individual and/or group needs.

**Additional
Information:**

A high level of physical fitness is required since direct delivery of program activities involve standing, walking, bending, lifting, etc. and the safe execution of lifts, transfers and person care of persons with various physical and developmental disabilities. 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. All job requirements are subject to possible modification to reasonably accommodate individuals with a disability. 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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