

**Communitas - Staff Position Description**  
**SUPPORT STAFF**

**TITLE:** Life Skills Worker – Community Living Program  
**REPORTS TO:** CLP Manager

**POSITION SUMMARY**

- To provide guidance and training in a supported living situation for persons served who have a developmental disability living independently in the community or living with caregivers.
- To act as a positive liaison with supervisor, administration, families, clients, and government agencies.

**TASKS PERFORMED**

- Teach life skills and community access skills necessary for independent community living: money management, meal management, laundry, safety, household management, time management, transportation skills, public services and buildings, social interaction, coping strategies, communication skills, etc.
- Write reports for persons served as required
- Facilitate annual goal planning
- Observe, record, evaluate and monitor service goals and objectives
- Responsible for persons served file upkeep and maintenance on agency electronic file management system
- Respond to needs of persons served as determined by: persons served, Communitas and identified stakeholders of the persons served
- Liaise with appropriate agencies regarding wellbeing of the persons served
- Facilitate the establishment of a personal support network
- Be available and able to provide support in crisis situations
- Creatively respond to individual needs of the persons served
- Model appropriate behavior in areas of: work performance, concern for persons served, morale, appearance, professionalism, ethics, personal integrity and Christian values
- Attend scheduled meetings and team meetings
- Liaise with families of persons served, support groups, medical and dental professionals as needed
- Available by cellphone Mon 8:30 am to Fri 4:30 pm and in emergency/crisis situations
- Other duties as assigned

**REQUIREMENTS**

- Community Support Worker certificate or approved equivalent
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Familiar with and able to implement 'Spirit of Gentleness' principles
- Ability to take initiative with creativity
- Excellent teamwork skills, ability to maintain Honest, Direct and Respectful relationships
- Ability to receive direction as well as being able to work independently without supervision
- Excellent written and verbal communication skills
- Computer skills as required for writing reports, emails and client file maintenance
- Possession of a valid Emergency First Aid Certificate with CPR (must maintain valid certification)
- Possession of a valid Class 5 BC drivers license
- Possession of a Food Safe Certificate
- Access to personal vehicle is required for person served appointments
- Is able to work with flexibility in hours (i.e. crisis hours as necessary)