

COMMUNITAS - Staff Position Description

SUPPORT STAFF

TITLE: Community Inclusion Support Worker

REPORTS TO: CI Abbotsford Manager

POSITION SUMMARY

This position provides support to the person served with a developmental disability, helping them access meaningful daytime activities in the community. This position provides guidance, support and teaching in all areas of living.

SPECIFIC DUTIES

- Work together with the person served, their caregivers, and the manager on a regular basis to creatively design options based on the preference and suitability of the person served
- Cultivate and sustain a mutual trust relationship with the person served for the purpose of teaching transferable skills and providing a supportive, growth-oriented environment
- Initiate and maintain communication with primary caregiver and program manager on a regular basis regarding the person served
- Accompany to and from community functions
- Provide ongoing life skills training in community to further independence and explore and cultivate activities with peers
- Provide support and counsel in maintaining new relationships
- Be a role model for the person served, reflecting strong moral and ethical standards, positive attitude and healthy work ethic, model and support the person served in adopting a healthy lifestyle
- Encourage, inspire and mentor the person served in social relational skills, employment skills, and appropriate behavior while in community
- Take the lead in the assessment, goal setting and program planning for the person served
- Follow all protocols as required (e.g. medical, behavioral, nutritional, crisis intervention, emergency procedures, etc.)
- Communicate effectively with other support staff to ensure continuity in service
- Advocate on behalf of the person served whenever necessary
- Consciously think about and promote better ways of supporting the person served
- Be available to attend team/planning meetings as required
- Complete administrative duties as assigned (e.g. maintain the file of the person served in NucleusLabs, complete quarterly reports, goal planning and recording, daily documentation, etc.)
- Other duties as assigned

REQUIREMENTS

- Community Support Worker certificate or approved equivalent
- Previous Community Inclusion/behavioral support experience is an asset
- Ability to relate to families and caregivers
- Ability to relate supportively to a person with developmental disabilities and mental health issues
- 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 team work skills, ability to maintain Honest, Direct and Respectful relationships
- Ability to receive direction as well as ability to work independently without supervision
- Must have strong ability to enforce boundaries and expectations and have strong leadership skills
- Ability to model appropriate behavior (conduct, performance, concern for people, morale, compliance with program policy and procedures, work performance standards, professionalism, ethics and professional integrity, social relational skills)
- Good written and verbal communication skills
- Comfortable with computer use and able to learn new software programs
- Use of personal vehicle required for client appointments, etc.
- Possession of a valid Class 5 BC driver's license
- Possession of a valid Emergency First Aid certificate with CPR