

## **COMMUNITAS - Staff Position Description**

### **SUPPORT STAFF**

**TITLE:** Personalized Supports Initiative (PSI) Support Worker and Community Inclusion (CI) Support Worker  
**REPORTS TO:** PSI and CI Manager

#### **POSITION SUMMARY**

- Provide support and training for individuals with autism, FASD and developmental disabilities in their homes or in the community by facilitating meaningful community activities, skill development related to daily living skills and/or training related to employment options with an emphasis on maintaining or increasing independence
- Act as a positive liaison with supervisor, administration, families, clients and government agencies.

#### **SPECIFIC DUTIES**

- Teach life skills and community access skills necessary for independent community living: money management, cooking/cleaning, safety, household management, time management, transportation skills, public services and buildings, social interaction, coping strategies, communication skills, etc.
- Work together with caregivers/stakeholders and individuals being supported to creatively design options based on individual's preference and suitability; initiate and maintain communication with stakeholders and program manager on a regular basis regarding the individual
- Respond to individuals' needs as determined by the individual, Communitas and/or CLBC representative
- Cultivate and sustain a mutual trust relationship with the individuals for the purpose of teaching transferable skills and providing a supportive, growth-oriented environment
- Assist/support the individuals to complete tasks of daily living with the end goal of independence and autonomy for the individual
- Facilitate the establishment of a personal support network for the individuals; accompany to and from community functions
- Take the lead in the assessment, goal setting and program planning for the individuals
- Follow all protocols as required (e.g. medical, nutritional, crisis intervention, emergency procedures, etc.)
- Assist with case management by identifying potential problems and reporting any difficulties. Advocate on behalf of the individuals to health care professionals; advocate on behalf of the individuals whenever necessary
- Communicate effectively with other support staff to ensure continuity in service
- Model appropriate behavior in areas of: work performance, concern for clients, morale, appearance, professionalism, ethics, personal integrity and Christian values
- Assist individuals to gain and maintain work or volunteer positions as required, including workplace skills training
- Consciously think about and promote better ways of supporting the individuals
- Be available to attend team/planning meetings and in-service trainings as required
- Complete administrative duties as assigned (e.g. maintain individuals' files 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
- Philosophy of care 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