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JOB POSTINGS

POSTED: September 12th, 2025

POSITION: JOBID Numbers:

EMP-002

MHC-003

TWS-002

JOB TITLE: COMMUNITY SUPPORT WORKER

- **3 Permanent Positions – Starting Date: TBD**
- 37.5 Hours/wk based on a rotation as outlined in the Collective Bargaining Agreement
- Salary as outlined in the Collective Agreement

LOCATIONS:

Employment Services

Maple House Centre

Tignish Training Centre

All applicants are asked to apply in writing by emailing the HR Coordinator at:

careers@commiunityinclusions.com

DEADLINE FOR APPLICATION: September 19th, 2025 @ 4pm

Accepting both Internal and External applications will be accepted.

Community Support Worker

The vision and goal of Community Inclusions Ltd. is to support the person with an intellectual disability in important life experiences including the following: Having a physical presence in the community; Being involved with community activities/groups; Having personal relationships and friends; Learning and developing skills and abilities; Making decisions – taking control; and being respected – having a good reputation.

RESPONSIBLE TO: Site Manager

DUTIES:

- To keep in mind always that the vision and goal of Community Inclusions Ltd. is to support the person with an intellectual disability in important life experiences.
 - Having a physical presence in the community.
 - Being involved with community activities/groups.
 - Having personal relationships and friends.
 - Learning and developing skills and abilities.
 - Making decisions - taking control.
 - Being respected - having a good reputation.
- To support and advocate on behalf of persons with an intellectual disability who are a part of your personal caseload.
- To consult with significant others and develop personal plans for clients. Plans should identify long and short-term objectives and will focus on needs for quality of life and inclusion in the community.
- To support on site day programming while continuously striving to increase community inclusions and participation.
- To assist with securing community placements/involvement and providing follow up coordination, monitoring and support. This includes providing transportation, job coaching, client scheduling, billings (lunch programs), etc.
- To provide on site support to clients. Specific duties will vary from site to site but may include computer support, assistance with personal hygiene skills, ordering/purchasing supplies, job coaching, deliveries, etc.
- To maintain positive supportive and professional communication with co-workers, families, other professionals and the community.
- To ensure that the work environment is safe, clean, orderly, and welcoming to all.
- To assume responsibility for site management in the absence of the Site Manager.
- To attend and participate in staff (and other) meetings as required.
- Other duties as required.

It should be noted that specific duties/tasks will vary depending on which shift is worked. For example, Employment Services program may have specific daily outings designed as per the Employment program.

QUALIFICATIONS

Education

- Completion of a recognized Human Service program or equivalent post-secondary education.
- Must have current First Aid and CPR training at the time of hiring.
- Certification in MANDT is preferred but will also accept other forms of equivalent relationally based program that uses a gentle approach to prevent, de-escalate, and if necessary, intervene in behavioral interactions that could become aggressive.

Experience

- A minimum of one year experience working in the Human Services field.

- An equivalent combination of education and experience may be considered.
- Must be able to demonstrate an ability to develop, implement, and monitor meaningful day opportunities with and for clients.
- Must possess strong abilities to problem solve. Must have positive communication skills.
- Must be able to work and relate well with clients.
- Must have access to a reliable vehicle.
- Must have a proven ability to be self directed and to be able to handle difficult or emergency situations in a calm and professional manner.
- Knowledge of the community and applicable contacts and resources are definite assets.
- Presentation of a satisfactorily completed police record check is required.
- Previous experience is an asset.

Other Qualifications:

- Valid Drivers License.
- Criminal Record Check (vulnerable Sector).
- Vehicle insurance with a minimum recommended \$2million liability.
- Drivers Abstract.

Salary: \$24.23 – \$27.69 in accordance with the Collective agreement

Section: Job Description	Date Revised: July 2021
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