



24 North Street
P.O. Box 460
O'Leary, PE
C0B 1V0
P: 902-726-3144
F: 902-726-3146
E:communityinclusionsltd@hotmail.com
W: www.communityinclusions.com

Community Support Worker

RESPONSIBLE TO: Residential Coordinator

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.

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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.

Pay Scale: \$34,983 - \$41,164.50

Acknowledgement of receipt by Employee

I have read, I understand, and I agree with this job description. I also recognize that the job description can be changed at any time, by management, according to the needs of the business. I also understand that the employer can request a new signature, following modification of my job description.

Employee Signature: _____ Date: _____

Employer's Signature: _____ Date: _____

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