

## JOB POSTING

<b>Position:</b>	Community Support Worker
<b>Position Type:</b>	Contract
<b>Duration:</b>	Minimum 30 hours per month
<b>Department:</b>	Home Based Services – Comprehensive Care
<b>Closing Date:</b>	September 30, 2020

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### **PURPOSE:**

***To role model the mission - “DDRC promotes awareness and supports communities to include persons with developmental disabilities, thereby strengthening communities for all citizens.” To provide both In Home respite and Community Access to children and adults with developmental disabilities.***

### **Leadership:**

- Commitment to an enhanced quality of life for clients
- Listen to, help problem-solve and refer clients to support networks or other resources
- Facilitate decision-making including outlining rights and responsibilities
- Ability to make appropriate decisions independently
- Model inclusion and advocacy within the community

### **Key Responsibilities:**

- Facilitate and support clients in implementing and evaluating personal plans and goals
- Identify progressive steps towards identified roles and goals
- Provide an engaging and positive environment for clients
- Facilitate the development of relationships and natural supports
- Provide medication and personal care support as required
- Provide behaviour support and follow outlined behaviours plans as required
- Provide support with community inclusion including accompanying children to registered recreational or social activities; foster positive relationships within the community
- Carry out existing routines in the home: assist with homework and assignments, attend to chores and clean up after activities, meal preparation and clean up
- Support age-related developmental growth by encouraging participation in household activities to promote independence
- Complete any required documentation within outlined timeframes (Including Shift Reports, Medical Administration Reports, Incident Reports, Timesheets, etc.)
- Maintain open communication with both Team Leaders and Comprehensive Care Coordinators

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- Maintain awareness of and adherence to Agency policies and procedures; work in accordance with Creating Excellence Together (CET) Accreditation Standards

### **Professional Development and Training:**

- Takes accountability to ensure all mandatory certifications and training are kept current
- Participate in self-development activities to ensure ongoing learning and maintain high standards of professionalism

### **Education/Professional Certifications:**

- Grade 12 High School Diploma
- Disabilities studies certificate/diploma or similar education or equivalent experience
- Current Standard First Aid CPR/AED – Level C is required

### **Experience:**

- Experience Knowledge of or experience in community inclusion
- Ability to provide support to both children and adult clients
- Ability to identify issues requiring advocacy and advocate on behalf of clients and people with disabilities in general
- Ability to coordinate and access appropriate services and supports with clients and their networks
- Experience providing personal care
- Lift and transfer experience an asset
- Experience supporting clients with challenging behaviours

### **Mandatory Competencies:**

- Critical Thinking/Problem Solving
- Conflict Resolution
- Adaptability and Flexibility
- Ethics and Integrity
- Ability to work Independently
- Excellent Written and Oral Communication
- Accountability and Dependability
- Proficiency in MS Office and Outlook
- Prioritize Tasks and Meet Deadlines
- Creativity, Initiative and Resourcefulness

### **Personal Qualities:**

- Demonstrated values consistent with the DDRC mission
- Ability to work within a team environment
- Ability to work a variety of shifts
- Sensitivity to issues related to people who are marginalized
- Ability to display creativity and responsiveness in supporting clients to achieve their goals
- Proven time management and organizational skills; ability to meet deadlines
- Commitment in supporting clients to explore and fulfill their full potential
- Demonstrating inclusion and advocacy
- Driver's license (and vehicle) are considered assets



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**Working Conditions:**

- Travel to all quadrants and communities with Calgary City Limits year round
- Working independently within both the community and client homes
- Attending team meetings and other commitments within the DDRC office

Please submit your resume and cover letter to: [employment@ddrc.ca](mailto:employment@ddrc.ca)  
citing " DDRC-20-06W-HBS-CSW " in the subject line.

*DDRC is an equal opportunity employer. We thank all candidates for their interest. Only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.*