

# POSTING

## ADULT INCLUSION WORKER (CASUAL)

### Empower Program

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Working in a group or one to one setting with adults who have a developmental disability and are referred through CLBC (Community Living British Columbia). The program is a client driven service. Duties would include creating strategies to enable the client in achieving their self identified goals. Duties would also include working on skills involving areas such as: social, life, communication skills and community involvement. The program is community based. Working hours would mostly be during the day.

#### KEY DUTIES AND RESPONSIBILITIES

- Assess needs and develop individualized strategies from identified goals to meet the needs of your clients. Determine desired indicators that will indicate achieving identified goals.
- Work with the clients on implementing and facilitating strategies, mainly in the community.
- Evaluate the client's progress by written reports and activity notes, in accordance with Accreditation standards.
- When working with groups and/or one to one, provide recreational, educational and social learning opportunities to assigned clients within the community. Being interactive and engaged with clients. Allowing opportunities for clients to socialize with peers but always being attentive and aware of dynamics of the interaction.
- Clean up, tidying and putting items back after use will be a normal outing routine with clients whenever possible. If under extra ordinary circumstances this cannot be done with the client, it will be the Adult Inclusion Worker's responsibility to ensure it is done as soon as possible.
- Work within a team setting and participate in the organization of special events, activities, outings. Contribute to the positive environment in supporting co-workers and team moral.
- Provide feedback to volunteers, practicum students and new employees during "shadowing" opportunities.
- Attend team meetings and case reviews regularly to discuss your case load and address your questions and concerns. Group case reviews provide the opportunity to give and receive feedback.
- Maintain and submit accurate monthly schedules, records of expenses and hours worked. Ensure log notes and stat entries are up to date.
- Network with other AIWs, assistant program managers, program manager, CLBC facilitators, parents, agencies, and other professionals.
- Makes recommendations with regard to the development of the program and participate in program evaluations.
- Keeping your work station and recreation rooms tidy, cleaning and sanitizing as needed.
- Do a pre-trip inspection or have a certified inspection done on your vehicle at least every three months and that the vehicle used to transport clients is in good working order. When driving society van, ensure that a class 4 pre-trip inspection is done prior to Options vehicles being utilized for outing.

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**NOTE: Applicants not selected for an interview will not necessarily be notified.**

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- Ensure the confidentiality of client files and documents. Password protect cellphones that have client information and numbers stored. Ensure emergency/medical information that is needed on outings, are secure.
- Perform other duties necessary for the enhancement of the program as directed by assistant program manager or program manager.

## QUALIFICATIONS

### Education, Training, and Experience

- B.A. degree in a related field and/or a combination of relevant training and experience working with Adults that have a developmental disability. Candidates with less experience will be considered.
- Valid First Aid certificate
- Class 4 Driver's License (or ability to obtain within probationary period)

### Job Skills and Abilities:

- Well developed interpersonal, counseling, oral and written communication skills, especially with regard to reporting.
- Good organizational, time management and general management skills.
- Knowledge of group processes and facilitation techniques.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated ability to develop program related reference and resource materials.
- Commitment to a problem solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain confidentiality.
- Have use of a reliable vehicle for the purpose of transporting clients.
- Have a satisfactory driving record.
- Have no relevant criminal history.
- Must complete a six (6) month probationary period before staff are permanent employees, unless otherwise specified by contract conditions.
- Crisis Line experience an asset.

\* An eligibility list will be maintained for up to 6 months.

### CLOSING DATE:

Resumes will be reviewed starting [July 9, 2018] but the posting will remain open until filled and will close without notice.

### PLEASE APPLY TO:

Daniel Anctil, Program Manager  
Options Community Services Society

Email: [Daniel.anctil@options.bc.ca](mailto:Daniel.anctil@options.bc.ca)

**No phone calls please.**

**Please include a cover letter clearly indicating the posting number [#A21146] and outlining your qualifications and related experience for the position.**

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