



PHOENIX HUMAN SERVICES ASSOCIATION

Internal/External Job Posting 565-120318-1

December 3, 2018

Job Title:	Adult, Youth, and/or Child Worker
	Community Living Services for Adults – Part-time Temporary Position (27.5 hours)
Closing Date:	December 17, 2018
Start Date:	As soon as possible
End Date:	Until completion of client contract (undetermined)
Job Summary:	We are seeking a female applicant to provide one on one support service for a client with developmental disabilities to access the community. Each work day, staff will meet client at their home and facilitate community based activities related to client's goals. Goals include personal fitness, leisure, and social activities. Responsibilities also include medication administration, personal care, and addressing routine medical needs under the supervision of a community health nurse.
Wage/Salary:	\$19.39-22.58 hourly, plus 4.2% in lieu of statutory holidays, as per collective agreement
Location:	Community based, throughout CRD
Hours of Work:	5.5 hour shifts, Monday to Friday between 9:00 a.m. and 4:00 p.m.
Key Duties and Responsibilities:	<ul style="list-style-type: none"> • Completes intake assessments by acquiring historical and current information regarding person being served • Creates an Individual Service Plan (ISP) based on evaluating individual strengths, needs, abilities and preferences of the person served. ISP embodies goals for support and strategies for goal attainment • Ensures persons served and their parent(s)/caregiver(s) actively participate in developing the ISP • Plans, organizes and implements educational, recreational, social, and life skills-based programming as per ISP • Monitors, reviews, and evaluates progress made by person served; modifies programming as required • Acts as an advocate for person served including attending meetings with person served • Dispenses medication and perform routine medical tasks to persons served according to program & other regulatory standards. • Provides daily personal care • Recognizes, assesses and develops strategies to manage potential and emerging crisis situations • Identifies and/or makes referrals to social, financial, recreational and educational services in the community to further support identified needs of person served. Liaises with other agencies, professionals, government officials and the community as necessary. • Works with team members and Program Manager to address global needs of the program and persons served
	<ul style="list-style-type: none"> • Participates in working groups, committees and other similar agency activities as required • Maintains complete, legible and organized documentation on activities of person served, progress made on ISP goals and all other documentation required by program • Meets timelines for submission of all documentation established under program and CARF Accreditation Standards

	<ul style="list-style-type: none"> • Maintains best practice standards as identified by Phoenix Human Services Association Policy and Procedure Manual and Health & Safety Handbook • Maintains cleanliness of worksite, including any agency vehicle(s) used by the program • Other related duties as assigned by supervisor
Education, Training and Experience:	<ul style="list-style-type: none"> • Community Support Worker diploma or an equivalent combination of education and training • One year's previous relevant work experience required. Direct program delivery experience in the Community Living sector, with demonstrated working knowledge of appropriate community supports • Good written and verbal reporting skills • Understanding of concepts and values of community living and mandate of Community Living British Columbia • First Aid with CPR-C required • Experience supporting clients with similar inclusion and personal care needs will be considered an asset
Additional Information:	<ul style="list-style-type: none"> • Job has physical demands such as walking, bending, lifting, etc. • This position is open to female applicants only • Valid driver's license is required • Use of a vehicle with business insurance is required
How to Apply:	<p>Send résumé and cover letter to Attention: Program Manager Beth Cowin, 1095 McKenzie Ave, 4th floor, Victoria, BC V8P 2L5, or email: bcowin@phoenixhumanservices.org. Include posting number</p>
	<i>Position subject to union membership</i>