



PHOENIX HUMAN SERVICES ASSOCIATION

Internal/External Job Posting 565-091119-1

September 11, 2019

Job Title:	Adult, Youth, and/or Child Worker
	Community Living Services for Adults – Casual Position
Closing Date:	September 25, 2019
Start Date:	As soon as possible
Job Summary:	Provides outreach support to individuals with developmental disabilities to enhance their success in day-to-day community living. Worker will offer life skills training, employment skill development, emotional support, social opportunities, crisis intervention, education, and advocacy on a one-to-one basis or in a group environment.
Wage/Salary:	\$20.78 – 24.20 hourly, plus 10.2% in lieu of statutory holidays and vacation, as per Collective Agreement
Location:	Community based, throughout CRD
Hours of Work:	Shifts are Monday to Friday between 9:00 a.m. and 6:00 p.m.; position may require occasional flexibility evenings and/or weekends
Key Duties and Responsibilities:	<ul style="list-style-type: none">• Plans, organizes and implements educational, recreational, social employment and life skills-based programming based on individual goals• Monitors, reviews, and evaluates progress made by person served; modifies programming as required• Acts as an advocate for person served including attending meetings and appointments with person served• 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• Provides clients with information on employment opportunities. Provides support and skill development in areas related to obtaining employment• 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. Contacts potential employers to develop relationships, obtain job leads, and encourage employers to participate in placements• Works with team members and Program Manager to address global needs of the program and persons served• 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

	<p>program</p> <ul style="list-style-type: none"> • Meets timelines for submission of all documentation established under program and CARF Accreditation Standards • 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
Additional Information:	<ul style="list-style-type: none"> • Job has physical demands such as walking, bending, lifting, etc. • 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>
	<p><i>Position open to all gender applicants and subject to union membership</i></p>