

Job Description

Community Support Worker

Organization Overview

The Society of Saint Vincent de Paul of Vancouver Island (“the Society”) has been supporting people in need on Vancouver Island since 1916. Focused on impacting the lives of people affected by poverty, the Society offers emergency relief services while maintaining a focus and commitment to addressing the root causes that contribute to poverty in our communities. Through a variety of programs, the Society provides support through affordable housing, a food pantry, home visit program, community inclusion program for persons with developmental disabilities and thrift stores providing clothing and household items to those in need, to name a few.

Position Overview

The Community Support Worker works at our Frederic Ozanam Centre in our Community Inclusion Program for adults with diverse abilities. Reporting to the Frederic Ozanam Program Manager, this role supports participants with diverse abilities with the activities of daily living including personal, social, physical, recreational, vocational, and educational needs.

The Community Support Worker works and interacts with others in a safe, efficient, and respectful manner and promotes choice, independence, and integration for the individuals being served. Our team is collaborative and supportive to ensure a positive experience for participants.

PRIMARY RESPONSIBILITIES

- Planning and preparing for participant’s program activities. Demonstrating enthusiasm, commitment, constructiveness, and a willingness to work and assume responsibility for daily challenges.
- Assisting participants with executing their plan, in an enthusiastic, committed, and kind manner.
- Guiding participant’s life skills training and behavior management.
- Planning and facilitating physical, recreational, and educational activities for participants.
- Providing participants with a positive role model.
- Providing support and feedback based on observations, to participants and/or their family.
- Ensuring health and safety standards are maintained.
- Providing emotional support to participants and monitoring their well-being.
- Recognizing potential emergency situations and following established policies, procedures, and protocols. i.e., reviewing participant’s progress and making either written and/or verbal reports regarding their daily activities and progress as necessary.
- Providing guidance and mentorship to volunteers, relief workers and practicum students such as demonstrating work procedures or equipment.

- If a Class 4 or 5 Drivers' License is obtained, operating Society vehicles to transport participants on outings.
- Performing cleaning duties as outlined in the Ozanam Center's' cleaning schedules.
- Completing reports and recordkeeping in an accurate and timely manner.
- Performing other related duties, as required.

EDUCATION & EXPERIENCE

- Diploma in Human/Social Services field, or a combination of education, training, and experience.
- A minimum of 2 years of recent related experience supporting individuals with diverse abilities.
- Certificate in First Aid with CPR and AED.
- Certificate in medication administration, plus applicable experience.
- Experience providing personal care (feeding, toileting, etc.).
- Experience working in a group and in one-on-one settings.
- Direct program delivery experience in the community social services sector with a demonstrated working knowledge of community-based programs and related provincial and community support is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of theory, principles, and practices in the care of persons with diverse abilities
- Able to work respectfully with individuals with diverse abilities.
- Strong interpersonal communication skills.
- A good work attitude, regular attendance, and high productivity are expected.
- Strong written and verbal reporting skills.
- Computer skills required.
- Demonstrated ability to teach and work effectively with others.
- Ability to work in group and one-on-one settings.
- Good organization, time, and general management skills.
- Understands the philosophy, mission, vision, and values of the Society of St. Vincent de Paul.

ADDITIONAL REQUIREMENTS:

- A Ministry of Justice Vulnerable Sector Clearance Letter is required prior to hiring.
- Direct delivery program activities will require a moderate level of physical fitness.
- A clean Driver's Abstract and a Class 4 or 5 unrestricted driver's license is preferred to operate Society vehicles when transporting participants on outings.
- The Frederic Ozanam Center is under a Public Health Order (PHO). All applicants must be fully vaccinated as defined by the PHO.

Working Conditions

- Full-time permanent position (33 hours per week)
- Location of work: 4349 West Saanich Rd.

- Salary of \$21.25 - \$23.33/hour commensurate with your experience and reviewed annually.
- Employer paid Group Insurance, including a medical and dental benefit plan.
- Pension plan.
- 3 Weeks of vacation.
- Support for continuing professional development.
- 14 statutory holidays including Easter Monday, Christmas Eve, and Boxing Day.
- A socially responsible and inclusive culture in a successful community enterprise.