

Position/Title:	Part-Time Community Relief Support
Reports To:	Team Leader
	<u>No Guaranteed Hours</u> / Hourly Wage: \$18.50 - \$21.22

****Flexibility and Open Availability is an asset***

Job Summary:

Under the direction of the Team Leader and within the approved procedures and protocols of the Agency and any outside regulating bodies, be responsible for assisting with the day to day operations of providing support, and enhancement of quality of life for individuals supported through the agency in their home and community.

Community Support Professionals are to model and contribute to the well-being and personal growth of the customer through exposure to new opportunities, experiences and personal choices in the area of community, meaningful employment and maintaining their home, allowing opportunity for personal choice and preference for all customers.

Knowledge and supportive practice of the philosophy, policies and procedures of WICS is to be adhered to. Endeavoring at all times to promote the independence and individuality of each of the customers supported.

Provide reliable transportation for customers to meaningful employment, meetings, social activities, etc.

To acknowledge and respect that your role is to support individuals in their own homes and in the community in a manner you would expect for yourself. To ensure that all actions are intended to enhance the life of those you support. To maintain the customers you support in the highest regard and ensure others do as well.

Duties and Responsibilities:

General duties and responsibilities are as follows but not exclusive as every customer has individual needs:

- To interact effectively and respectfully with the customers in their home and community
- To support and promote the relationships with family and friends building natural relationships
- To continually research new opportunities for customer in making social and employment connections
- To support and promote community based opportunities that speak to the customers preferences, often taking the lead and initiative in engaging customers in new activities
- To contribute in a positive manner at team meetings
- To be available for training and upgrading for position
- To assist with the orientation and training of new staff to ensure competent, confident employees thus ensuring the health, safety and comfort for the customers we support
- To ensure timely delivery of paperwork and monthly reports
- To attend all staff meetings and planning meetings
- To complete all tasks assigned through meetings according to timelines
- To approach your work with enthusiasm and demonstrate initiative in helping the customer to attain their goals
- To adhere to WICS' Values and Philosophy while supporting customers

- To assist customers with requested services as needed, i.e.: community connections, independence building, meal planning and prep, budgeting, grocery shopping, hygiene, employment support, etc.
- Other duties as assigned by the Team Leader and/or Executive Director

Qualifications:

- Ability to think on feet and independently problem solve
- Ability to provide guidance, positive role model and effective time management skills
- Ability to implement meaningful activities that work towards independence and personal goals while monitoring progress through daily logs and team meetings
- Ability to interact effectively in oral and written communications including text
- Physically able to carry out duties
- A pleasant, positive personality
- Ability to do required paper and administrative work
- Ability to work independently while being a major player in team environment
- Ability to advocate on customers behalf
- Ability to generate enthusiasm with customers and within team
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Required Documentation:

- A clean criminal record check
- Copy of a current driver abstract
- Proof of valid insurance
- Values In Practice (VIP) training
- Current First Aid and CPR certificates
- Non Violent Crisis Intervention
- Medication Administration
- Abuse Prevention and Response Protocol

****Training for courses will be provided to employees***