

**We're Hiring!**



## ADULT INCLUSION WORKER

Posting Requisition	A22011	Program	Empower
Job Type	Permanent, Part Time	Location	Surrey, BC
Hours of work	28 hours per week	Closing Date	Open until Filled

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

This position involves 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.

### ACCOUNTABILITIES

- Adheres to the policies and standards of OCS as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- 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.
- Evaluate the client's progress by written reports and activity notes, in accordance with Accreditation standards.
- 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.
- Keep 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.
- Ensure the confidentiality of client files and documents. Password protect cellphones that have client information and numbers stored. Ensure emergency/medical info that are 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:

- Experience working with adults that have a developmental disability.
- A combination of education, training and experience will be considered.

***We are an equal opportunity employer committed to hiring a diverse workforce***

Posted: 22-Feb-22

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- Possess a Class 4 license for permanent positions or be able to acquire a class 4 within 6 months of hiring date.
- Valid Level I First Aid certificate

#### **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 and possess a class 4 license. Exceptions may be made if doctor's note states unable to attain class 4 due to medical reason.
- Have a clean 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.

#### **SPECIAL REQUIREMENTS**

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.
- Applicants with lived experience are strongly encouraged to apply.

**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 [posting #22011] and outlining your qualifications and related experience for the position.**