

**We're Hiring!**



## ADULT INCLUSION WORKER

<b>Posting Requisition</b>	22233	<b>Program</b>	<i>Special Services to Children and their Families</i>
<b>Job Type</b>	<i>Permanent, Part-time</i>	<b>Location</b>	<i>Surrey, BC</i>
<b>Hours of work</b>	<i>21 hours per week</i>	<b>Closing Date</b>	<i>Open until filled</i>

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 program focuses on community integration, family support, appropriate behaviour and development of communication, social and life skills.

### 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.
- Work with the clients on implementing and facilitating strategies, mainly in the community.
- Evaluate the client's progress by written reports and activity notes, in accordance with Accreditation standards.
- When working with groups and/or one to one, 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.
- Provide feedback to volunteers, practicum students and new employees during "shadowing" opportunities.
- Attend team meetings and case reviews regularly to discuss your case load and address your questions and concerns. Group case reviews provide the opportunity to give and receive feedback.
- Maintain and submit accurate monthly schedules, records of expenses and hours worked. Ensure log notes and stat entries are up to date.
- Network with other AIWs, assistant program managers, program manager, CLBC facilitators, parents, agencies, and other professionals.
- Makes recommendations with regard to the development of the program and participate in program evaluations.
- Keeping 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 information that is needed on outings, are secure.

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

Posted: 23-Jan-24

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- Perform other duties necessary for the enhancement of the program as directed by assistant program manager or program manager.
- Follow written and verbal directives from the immediate program manager, executive director or designate.

## QUALIFICATIONS

### Education, Training, and Experience:

- Bachelors degree in a related field and/or a combination of relevant training and experience working with adults that have a developmental disability.
- Valid First Aid certificate
- Class 4 Driver's License

### 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 for the purpose of transporting clients.
- Have a satisfactory 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.

*\*An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position. This position is open to all qualified applicants.*

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**PLEASE APPLY TO:** Angie Fuller, Assistant Program Manager

Options Community Services Society

Email: [angie.fuller@options.bc.ca](mailto:angie.fuller@options.bc.ca)

**No phone calls please**

**Please include a cover letter clearly indicating the posting number [posting #22233] and outlining your qualifications and related experience for the position.**