

## JOB POSTING

<b>Position:</b>	Community Resource Worker
<b>Position Type:</b>	Contract (12 months)
<b>Duration:</b>	37.5 hours per week
<b>Department:</b>	Employment Services
<b>Closing Date:</b>	May 31, 2018

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### **PURPOSE:**

To role model the mission - “DDRC promotes awareness and supports communities to include persons with developmental disabilities, thereby strengthening communities for all citizens.” To facilitate and support clients served by the Agency to develop and attain personal goals relating to employment, relationships, civic, community volunteering, and learning.

### **Leadership:**

- Communicate effectively both verbal and written reporting to Team Leader, PACE
- Commitment to employment focus and an enhanced quality of life for clients
- Liaison with clients, DDRC staff including Caseload Coordinators and Community Living Network Coordinators as needed, client’s families and support networks, community representatives

### **Key Responsibilities:**

- Facilitate and support clients in implementing and evaluating personal plans and goals. Identify progressive steps towards identified roles and goals
- Advocacy, community education/awareness/development with all stakeholders
- Team development within individual teams, across teams, inter-agency, intra-agency, and the community
- Participate in self-development activities to ensure ongoing learning and to maintain high standards of professionalism
- Provide Personal care as needed & support to clients with behaviour challenges may be required
- Attend all required workshops (and re-certifications)
- Support clients in accessing resources regarding augmentative communication, if required
- Liaise with support networks; ensure regular communication with support networks
- Maintain all documentation as required:
  - Case notes to file (weekly, monthly); records of discussions with guardians, home supports, clients, trustees, employers and potential employers
  - Individual Support Summaries
  - Consent forms and Incident Reports as required
  - Individual Funding application and proposals, Service Plans, reviews, changes and documentation on progress of short and long term goals
- Facilitate the development of relationships and natural supports

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- Attend all required meetings and planning sessions as requested.
- Ensure full understanding and working knowledge of the "Community Resource Worker Job Orientation Document
- Ensure full understanding of all policies and procedures at DDRC by referencing the Intranet, Policy Manual

### **Professional Development and Training:**

- Takes accountability to ensure all mandatory certifications and training are kept current
- Commitment to professional development and continuous learning

### **Education/Professional Certifications:**

- Minimum one year Rehabilitation Diploma or similar education or equivalent experience

### **Experience:**

- Proficient in MS Office, with particular emphasis on Microsoft Word, Excel and PowerPoint
- Ability to promote community inclusion of clients in accordance with client Quality of Life goals.
- Ability to coordinate and access appropriate services and supports with clients and their networks
- Ability to identify issues requiring advocacy and advocate on behalf of clients and people with disabilities in general
- Excellent communication skills
- Ability to provide personal care/physical support to clients
- Exceptional problem solving
- Exceptional analytical and problem solving skills
- Ability to work independently within the community

### **Mandatory Competencies:**

- Critical Thinking
- Creative Problem Solving
- Ethics and Integrity
- Adaptability and Flexibility
- Excellent Written and Oral Communication
- Accountability and Dependability
- Result Orientated
- Creativity, initiative and resourcefulness

### **Personal Qualities:**

- Demonstrated values consistent with the DDRC Mission
- Commitment to professional development and continuous learning
- Sensitivity to issues related to people who are marginalized
- Ability to work well with others
- Commitment to principles of empowerment and personal choice for clients

Please submit your resume and cover letter to: [employment@ddrc.ca](mailto:employment@ddrc.ca) citing " DDRC-17-03W-PACE " in the subject line.

*DDRC is an equal opportunity employer. We thank all candidates for their interest. Only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.*