



# JOB POSTING

**Position:** Community Support Worker  
**Position Type:** Contract (12 months)  
**Duration:** 10-37.5 hours per week  
**Department:** Home Based Services  
**Closing Date:** July 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 assist and support clients to live in the community as outlined in the clients yearly role-based planning.**

## **Leadership:**

- Provide choices and facilitate client’s rights and responsibilities to promote decision-making
- Communicate with support network when required

## **Key Responsibilities:**

- Continue to provide support to clients that align with their identified goals. (Example: budgeting, grocery shopping, household tasks, laundry, attend medical appointments, etc...)
- Provide support with community inclusion including community access (Example: transportation); foster relationships within the community
- Provide advocacy, community education/awareness/development
- Submit all paperwork (Example: monthly reports) to the ILS Team Leader, as required
- Attend meetings and planning sessions, as required
- Work in accordance with Creating Excellence Together (CET) Standards
- Keep up-to-date on issues related to position and responsibilities
- Maintain confidentiality according to Agency guidelines
- Familiarity with and ability to carry out the Agency’s policies and procedures

## **Professional Development and Training:**

- Maintain current mandatory courses as required by the DDRC (Standard First Aid/CPR/AED Level C, Positive Behavior Supports, Ethics of Touch and Medication Administration)
- Takes accountability to ensure all mandatory certifications and training are kept current

## **Education/Professional Certifications:**

- Foundations Training
- Disabilities Studies Certificate/Diploma or equivalent

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### **Experience:**

- 1-3 years' experience

### **Mandatory Competencies:**

- Written and spoken communication
- Maintain organized schedules and work methods
- Mental Health and addictions (ie. Hoarding)
- Prioritize tasks and meet deadlines
- Communicate effectively with all stakeholders
- Work independently with limited supervision

### **Personal Qualities:**

- Demonstrated values consistent with the DDRC mission
- Commitment to professional development and continuous learning
- Ability to meet deadlines
- Ability to function effectively under pressure
- Ability to display creativity and responsiveness in supporting clients to achieve their goals
- Ability to build positive relationships with clients
- Commitment to principles of empowerment and personal choice for clients
- Proven time management and organizational skills

### **Working Conditions:**

- Valid class 5 driver's license required
- Travel within the Calgary area required
- Working remotely within community

Please submit your resume and cover letter to: [employment@ddrc.ca](mailto:employment@ddrc.ca) citing "DDRC-18-10W-ILS CSW" 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.*