



FRIENDSHIP • SUPPORT • COMMUNITY

### **L.I.F.E.-Based Program Facilitator - 39 hours monthly**

**Lifetime Networks** is a not for profit society that offers support to people with developmental disabilities, Fetal Alcohol Syndrome and disabilities under the Autism Spectrum. We see a future where people with disabilities live safely in their communities, where they can fulfill their potential and enjoy lifelong friendships and support.

**Job Summary:** Work with an individual to set a monthly schedule of support for attending events in the community, learning skills, and building friendships. Work with the individual's schedule and your own to create meaningful and fun opportunities for a person with a disability. This job requires flexibility on evenings and weekends according to the plans of the month. The Program Facilitator reports to the Program Manager.

#### **Hours and Compensation:**

- 39 hours monthly
- Rate will be based off the Facilitator Compensation Grid and be employee specific.

#### **Responsibilities Include:**

- Searching for activities and events in Victoria and surrounding areas
- Planning learning opportunities (bus riding, map reading) for individual
- Planning calendar monthly with individual
- Attending events and support shifts with individual
- Attending planning meetings
- Attending L.I.F.E.- Based team meetings
- Completing reports as needed
- Inputting hours into virtual timesheet system
- Managing monthly hours by effectively planning them with the individual
- Supporting participant to achieve their L.I.F.E. goals and impacts by increasing their confidence and natural support networks
- Identifying and facilitating access to opportunities for participants to develop exposure, skill and experience in activities that complement their L.I.F.E. goals and impacts
- Completing support for participant as needed
- Facilitating access to self-development and community engagement opportunities.
- Using positive behaviour supports at all times to ensure the safety of individuals, support team members and community members
- Liaising with caregivers, other agencies, employers and community members as necessary
- Completing necessary reporting



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- Addressing the physical and behavioural support needs of individuals in a manner that is respectful and follows Lifetime Networks policies and procedures.
- Fostering a positive working relationship with co-workers

**Job Skills and Abilities:**

- Ability to foster community connections.
- Knowledge in social role valorization, social capital, employment development, employment support, employment maintenance and community building.
- Knowledge of positive behaviour supports and health and safety standards.
- Ability to demonstrate excellent written and verbal communication skills.
- Ability to manage your schedule and organize multiple projects.
- Ability to confidently advocate for those you support.
- Ability to produce thorough reports in a timely manner (including Critical Incident Reports).

**Qualifications:**

- Post-secondary certification related to support for people with developmental disabilities or related experience
- Strong ability to self-direct work and manage your own hours
- Class 5 Driver's License (access to a reliable vehicle preferred)
- Double vaccinated against COVID 19

**Characteristics:**

- Personable and engaging
- Positive
- Collaborative
- Self-directed

**Contact:**

Please send your cover letter and resume to **Nicole Baker** ([Nicole.baker@Lnv.ca](mailto:Nicole.baker@Lnv.ca)) by end of **Wednesday September 13 2023**

***LIFETIME NETWORKS IS AN INCLUSIVE AND DIVERSE EMPLOYER! We look forward to hearing from you.***