



## **Community Support Worker – Employment – TEMPORARY (October 2023 to March 2025)**

### **Job Summary:**

- Assist individuals to meet their employment goals in the community.
- Address individuals physical and behavioural support needs in employment related settings.
- Report directly to the Employment Facilitator.

### **Hours and Compensation:**

- 30 hours/week
- Compensation employee specific and based off the Community Support Worker grid

### **Responsibilities Include:**

- Providing assessments of opportunities for independence and inclusion at work based on the individual's strength and abilities.
- Identifying potential support needs in relation to individual opportunities at work.
- Providing employment skill building to individuals.
- Providing immediate assistance and guidance to the individual in the workplace.
- Assisting the individual and/or employer to develop task lists, training plans or other assistive tools to help the individual complete their work.
- Making recommendations to the Employment Facilitator regarding the individual's ability to complete various tasks, as necessary.
- Providing pre-employment support such as appointment keeping reminders and check ins, when necessary.
- Taking part in active job searching in collaboration with participants.
- Proactively venturing into the community to explore appealing workplaces with individuals.
- Recording insights into the participant's job preferences and dislikes by conducting visits to various businesses and engaging in discussions with individual.
- Delivering effective interview coaching beforehand.
- Accompanying participants to interviews, offering steadfast support throughout the process.
- Providing constructive feedback to participants post-interview for their ongoing improvement.
- Using positive behavioural supports at all times to ensure the safety of individuals served, community members, yourself, and other support team members.
- Communicating progress, changes, or concerns regularly to the Program Facilitator.
- Documenting the supports provided and the individual's progress.
- Following health and safety standards.
- Recording hours and shifts worked in a virtual payroll system.



**Qualifications:**

- Double Vaccinated against COVID-19.
- Post- secondary certification related to support for people with developmental disabilities or related experience an asset.
- Experience supporting persons with developmental disabilities an asset.
- Experience with behavioural support plans.
- Flexible availability.
- Experience with non-verbal communication an asset.
- Behavioural Intervention an asset.
- Class 5 drivers license, clean driver's abstract, and personal vehicle are an asset.

**Skills and Abilities:**

- Ability to demonstrate use of positive behaviour supports.
- Ability to address the physical support needs of individuals.
- Ability to de-escalate a situation.
- Ability to demonstrate written and verbal reporting skills.
- Ability to document and monitor the progress of individuals.
- Ability to demonstrate effective time and general management skills.
- Ability to demonstrate effective use of interpersonal communication skills.

**No experience in the employment sector required, training will be provided.**

**Characteristics:**

- Reliable
- Warm & Friendly
- Professional
- Self-directed
- Organized

**Contact:**

Please email resume and cover letter to Nicole Baker ([Nicole.Baker@Lnv.ca](mailto:Nicole.Baker@Lnv.ca)) by September 13 2023.

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