

Formerly Abbotsford Community Services

JOB POSTING #2024-05-09

INTERNAL/EXTERNAL

**Community Inclusion Programs – DISCOVERY and Individualized Services
Community Living Support Worker (must be able to communicate in Punjabi)**

Wage: \$25.95 to \$29.76 per hour

CLASSIFICATION: Community Support Worker

GRID LEVEL: 10, JJEP Wage Grid

Part Time, Permanent: 24 hours per week, Monday to Friday

NOTE: This position requires union membership.

Must be able to communicate in Punjabi.

Assist Individuals with Diverse Abilities

Join the team at Archway!

Come Help Us Help People

Location: Abbotsford

Employees will be assigned to site locations in the Abbotsford area, based on program needs, client needs, and schedule requirements.

On Site

Job Summary:

Under the guidance of the Manager of Community Living and through active team participation, the Community Living Support Worker – ability to communicate in Punjabi - is responsible to assist individuals with diverse abilities (developmental disabilities and/or autism spectrum disorder) aged 19 years and older to further enhance their socialization skills and access recreational activities. The goal of the program is to further each person's independence, self-determination, and sense of purpose, while increasing their feelings of self-worth and improving their quality of life. Individuals may have or require positive behavioral support plans and/or safety plans that support workers will implement. Individualized Services: The Discovery Program provides individualized services for a few people who require their own Community Living Support Worker with a ratio of 1:1. Their Support Worker will transport them to participate in community activities, based on their interests. This may also include assisting interested individuals to attend a volunteer work placement to enhance their socialization and job readiness skills.

Your Role:

Archway's Community Living Support Worker with the Discovery and Individualized Services contributes by:

- Assisting each person to develop a Person-Centered Plan, which is reflective of their personal goals, and then working collaboratively with them to reach their goals; reviewing and evaluating their progress, and adjusting their plan, as required.
- Identifying and offering social, recreational and skill building opportunities that are reflective of each individual's interests; providing support, guidance, and instruction to facilitate participation.
- Assisting interested individuals to secure volunteer work experience options.
- Providing personalized care and assistance to individuals in a dignified manner while assisting them with their physical needs which may include toileting, changing continence pads, cleaning intimate areas, applying lotions or creams, dressing/undressing, brushing teeth, eating, hair care, personal hygiene, and other basic needs.
- Assisting with mobility needs including helping an individual stand up, getting their walker for them, assisting them into a wheelchair or scooter, helping them walk.
- Accompanying and/or transporting individuals to activities. This will include using the incumbent's personal vehicle for individualized services, and Archway's agency van for groups.
- Monitoring each individual's, families', and caregivers' satisfaction of current programming.
- Assisting with Program administrative tasks, such as Activity Calendars, memos to family members, preparing individual and family surveys, updating Person-Centered Plan, and collecting and managing individuals' documentation as required.
- Establishing and maintaining a network of community organizations/employers able to take on program participants for volunteer work placements.

This position is a great fit for someone who is able to communicate in both Punjabi and English, who has great interpersonal caregiving abilities, excellent relationship building and networking skills, and is skilled at prioritizing their workload to respond to changing conditions, deadlines, and priorities.

Our Offer

- Wage: \$25.95 to \$29.76 per hour.
- A part-time, permanent position at 24 hours per week, availability Mondays to Fridays, and possibly Saturdays, from 9:00 AM to 3:00 PM.
- Benefits include:
 - Three weeks' pro-rated vacation.
 - Employee health and welfare benefits.
 - Employee and Family Assistance Program that includes online access to wellness resources.
 - Great in-house training opportunities.
 - Rewarding work in a positive environment.
 - Work/Life balance.

Getting an Interview – you will be considered if you have:

- A diploma in a related human or social service field.
- One-year recent related experience, or an equivalent combination of education, training, and experience.
- Ability to communicate in Punjabi.

The Job Requires you to have:

- Ability to work effectively independently, and in a collaborative team setting with other program staff, relevant service providers, and community members.
- Ability to problem solve and adapt to changes in physical, emotional and health needs, as needed.
- Ability to be flexible and change schedules to meet Program requirements.
- Ability to use Microsoft Office 365, including Word, Excel, Outlook, and PowerPoint.
- Strong planning, organizing, and time management skills.
- Excellent relationship building and networking skills; ability to build positive and trusting working relationships.
- Ability to work with individuals in the Discovery Program in group and in one-to-one settings.
- Ability for moderate physical exertion to provide support to individuals.
- Valid Class 5 Driver's License; clean driving record and a clear Driver's Abstract and willingness to obtain a valid Class 4 Driver's Licence.
- Access to a reliable personal vehicle, to use for transporting persons receiving individualized services, and for which has business insurance as per Archway's transportation policy.
- Ability to communicate in Punjabi.
- Valid First Aid with CPR/AED Certification, or willingness to obtain same.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is August 15, 2024.

TO APPLY

Interested applicants are to reference **Posting #2024-05-09 in the subject line.**

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting #2024-05-09

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to jobpostings@archway.ca with **DO NOT FORWARD TO OTHER PROGRAMS**, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stō:ló people. Stō:ló territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.