

Richmond Society for Community Living

JOB POSTING

Position: *Vocational Worker*
Reference #: RS2009.21
Classification: Union
Hours: 35 hours weekly
Wage: As per collective agreement
Program: Employment Program
Date Posted: December 16, 2009
Closing Date: December 29, 2009
Start Date: January 4, 2010 - December 31, 2010

The Vocational Worker provides opportunities that help individuals to expand their areas of competency and make contributions to the community, thereby increasing self-determination, self-esteem and inclusion. He/she promotes program development that is responsive to personal choices. The Vocational Worker creates opportunities that help individuals develop skills required to pursue personal goals and/or career goals. The staff provides vocational skills training and support to individuals in the appropriate setting. They will assist individuals learn social and communication skills in the work place. The Vocational Worker assists participants to balance safety with opportunity and risk taking. He/she provides a consistent and supportive environment. The Vocational Worker establishes and maintains a supportive and respectful relationship with each person participating in the program and encourages relationships with peers, family members, friends, volunteers and neighbours and other community members.

Key Responsibilities:

- Assesses clients interest, skills, abilities and readiness as they relate to obtaining employment and identifies barriers to employment
- Participates in the individual program planning process for each individual. Involves each person in his or her planning and ensures that the individual's interests, wishes and needs are kept central to all plans and programs. Provides information on Handycrew and employment opportunities that are compatible with their interests, skills and abilities by analyzing available jobs and identifying specific tasks to match to their client.
- Assesses client's interests, skills, abilities and readiness as they relate to obtaining employment and identifies barriers to employment.
- Promotes a work like environment for individuals. Provides vocational training for specified clients in conjunction with their goals and strategies.
- Maintains production schedule for Handycrew projects. Schedules, supervises and assigns work to ensure that production requirements and quality of finished products.

- Staff must be competent and be able to transfer/teach skills to clients in the Handycrew cooperative in the areas of: Home Maintenance, Painting, Yardwork, Catering Services, Cleaning Services and, other Handycrew Services
- Provides support and skill development in areas related to obtaining employment such as job search strategies, job application, resume writing and interview skills.
- Follows up job placements by assisting employers to work with clients through orientation and education.
- Performs key-worker responsibilities as assigned.
- Supports each individual to communicate effectively by encouraging and responding positively, by interpreting for others when needed and by using personalized augmentative strategies and technologies when required.
- Promotes and maintains positive relationships with family members, neighbours, volunteers, friends and other community members. Assists individuals to develop personal relationships and support networks. Facilitates the development of unpaid relationships to augment family and staff involvement.
- Interprets behaviour accurately and provides appropriate support in keeping with the individual's history, personality and strategies described in Individual Plans. Assists professionals to provide formal assessment and develop effective strategies. Provides lay counselling support & life skills coaching that demonstrates an understanding of human behaviour and human development and which facilitates stronger communication skills and greater personal autonomy.
- Provides lay counselling and life skills training and promotes teaching opportunities in specific areas chosen by each individual and the planning team. Teaches about both the rights and responsibilities associated with community living and decision making.
- Develops and implements some facility based activities in response to individual and group preferences to ensure a creative and meaningful environment. Facilitates a group planning process that develops social and negotiation skills and empowers group members to control the schedule as much as possible.
- Provides personal care or support on an intermittent or regular basis.
- Performs other duties as assigned.

Education, Training and Experience:

A minimum one year certificate relating to direct service provision to people who have a developmental disability is required. Six months experience supporting individuals who have a developmental disability is required. Education or experience that has developed sensitivity to the unique needs of individuals using these services is preferred. (ie. mental health issues, issues related to aging , youth, etc.) An equivalent combination of experience, training and education may be considered.

Additional Information:

Approved Criminal Record Search

Attending Physicians Report as per the RSCL Policy and Procedures

TB test

An approved First Aid Certificate

An Unrestricted Class 4 License

WHMIS Certification

Preferred Training:

Core Day Training Day I and II

MANDT

Individualized Planning

This position requires Union Membership and is open to both female and male candidates

Please submit resume/internal posting application by closing date to

Human Resources Manager