

COMMUNITY LIVING – FORT ERIE
POSITION SPECIFICATION

POSITION TITLE: Community Inclusion Facilitator – Community Support Services

LOCATION OF POSITION: Union

TITLE OF IMMEDIATE SUPERVISOR: Manager Community and Family Support Services

RATING:

PURPOSE OF POSITION: As an agency we strive to develop partnerships with people we support, encouraging them to guide us to meet their needs and goals. This results in enriched experiences in friendship, family independence and community inclusion. Under the general direction of the Manager, and as a participating member of the team, the community inclusion facilitator will provide direct support to people with intellectual challenges. The community inclusion facilitator will demonstrate a positive approach during all interactions. All these supports are offered within the context of an effective personalized support plan, and are consistent with the Association's goals and policies and all pertinent rules, regulations, and legislation.

HOURS OF WORK: As per article 15 of the Collective Agreement.

WAGE RATE: As per Schedule "A" of the Collective Agreement.

STATEMENT OF MAJOR RESPONSIBILITY:

- Actively provide direct care by assisting, guiding, counseling and supporting each person in meeting their physical, intellectual, emotional, and social needs through community participation. Facilitate daily living opportunities for each person which is rich with community access, opportunity, dignity, stimulation, and safety. Demonstrate a positive approach during all interactions to ensure appropriate role modeling. Participate as a member of a multidisciplinary team, assessing, planning, charting, graphing, evaluating, and reporting to the team, all pertinent information to assist with the development of each person's Person Centered Plan.
- Adhere to all standards of regulations as dictated by any relevant legislation, including Occupational Health and Safety, the Services and Supports to Promote Social Inclusion of Persons with Developmental Disabilities Act 2008 of the Ministry of Community, Family and Children's Services and policies, procedures, and guiding philosophies of the Association.
- Assist with the orientation, training, and guidance of other Support Workers, volunteers, and students as per the direction of the Manager, encouraging a supportive, cooperative team effort.
- For each assigned person as requested provide input and facilitates Person Centered Plans which refers to a process whereby the person and his/her support network lead the planning.
- Implement, and report on Person Centered Plans, encouraging the person to develop their skills, talents, and abilities to their maximum potential.
- Promote and ensure the agency's Human Rights Statement and Commitment is followed when a person is unhappy with a restriction that is in place.
- Observe, report, and record any changes, issues or concerns in the mental or physical status of the person.
- Ensure that the support deemed necessary by each person supported is met and maintained and these supports encourage maximum independence and a valued social role.
- Plan and participate in appropriate activities with the people we support both in their home and in the community.
- Respond to any emergencies that may arise in a prompt and appropriate manner, informing Manager and/or Executive Director immediately. Following all emergencies, complete an incident report as required.
Provide emergency first aid as needed until medical assistance arrives.

- Adhere to established medication and safety procedures while administering all prescribed medications and treatments, keeping appropriate written records as required. In the absence of a natural support, such as a family member, attend medical/dental appointments, when required and document any results and/or treatment.
- Carry out and document personal care as required. Clean and ensure maintenance of all assistive devices.
- In conjunction with the support team, maintain all necessary records, files, and charts, as per established retention schedule, ensuring confidentiality while providing adequate and appropriate communications with all people and services in meeting each person's needs.
- Report to Manager any changes and needs in the areas of staff scheduling and people supported. Submit all requisitions for funds as required, retaining and labeling receipts for all monies spent for submission to Manager.
- Help to remove barriers to participation in the community, such as transportation, by assisting the person to access community transportation services, facilitate transit training, assist people supported to network with other families, friends or other support networks, (e.g. suggest the use of a SSAH or respite worker) to find transportation.
- Maintain and further develop professional knowledge and skills keeping informed of current issues and trends in the field of intellectual challenges and treatment of persons with behaviour and/or psychiatric disorders who have intellectual challenges, through program and training related research, attendance at relevant professional organizations, and completion of relevant training and/or courses as required or approved.
- Complete an intake package for persons who are new to service.
- Attend and provide input into team meetings, committees and/or task groups as required or approved.
- Promote a favorable image of the services available through verbal and written communications, having knowledge of Association services including their vision, mission and commitment statements, policies and procedures, and by being sensitive to parents, community groups and concerned individuals; ensuring that any recommendations made are reviewed and/or implemented.
- To assist families to complete applications for individualized funding, such as SSAH, Passport etc
- To support and assist individuals/families with coordination of services i.e assessments referrals and networking between services.
- Provide onsite employment support (job coach) to people who initially secure employment to ensure that they understand their job duties and have all of the necessary supports in place to ensure a successful work placement.
- Provide job maintenance support to people supported to ensure the job placement continues to be a success.
- Facilitate the development of natural support networks that will support the person centered plan.
- Engage in capacity thinking which is focusing and planning around the person's assets, gifts and passions.
- Facilitate person directed community based opportunities for people supported to enjoy, develop friendships, build connections and skills.
- Perform other related duties as required.

KNOWLEDGE AND SKILLS:

- Must have a strong belief in Community Living Fort Erie's vision, as well as a strong understanding of Personal Outcome Measures and of the Agency's Human Rights Statement.
- Must possess good organizational and communication skills, both verbal and written.
- Must possess excellent time management skills.
- Must be multi-task oriented and ensure any required paperwork is submitted by the deadline.
- Must have a professional and personable attitude in order to approach potential employers/other Professionals.
- Must possess basic computer skills.
- Ability to be flexible and to be able to prioritize as need arises.
- Fluent in English language-both written and oral

QUALIFICATION CRITERIA:

- Two years post secondary school diploma in The Developmental Services field or equivalent related training and experience.
- Valid Ontario drivers license-driving abstract may be required.
- Be able to obtain a current Niagara Police Regional Clearance Certificate with Vulnerable Sector clearance.