



POSITION DESCRIPTION

Position Title: Direct Support Worker/Vocational Counselor

Position Type: Permanent

Probation Timeline 90 days

Responsible To: VDP Coordinator

Purpose of the Position

The Direct Support Worker manages aspects of a participant's case plan to build employment skills to obtain and maintain integrated work experiences and/or employment.

Duties and Responsibilities

- Manage a caseload of program participants
- Schedule meetings with participants, communicate with support networks
- Maintain a high level of communication with program coordinator and help maintain a high level of satisfaction through excellent service and communication.
- Navigate Microsoft programs such as Outlook, Calendar, Word and Excel.
- Compile all appropriate documentation, including PAES reports, client specific information for planning and submit monthly reporting.
- Serve as a role model for participants placed in community business settings
- Research information about occupations for program participants
- Introduces jobs/tasks systematically to participants
- Facilitate volunteer work to enhance participants' job readiness
- Evaluate participants in work performance skills to assist in determining realistic vocational plans and goals
- Identify and arranges assistive devices, equipment, and fixtures to enhance the job performance of each participant
- Provide advocacy support services to assure rights of participants are protected at the worksite
- Prepare training material for classroom teachings to participants in cooperation with the vocational plans and identify revisions to the plans and methods when necessary to obtain satisfactory job performance and work behaviours
- Attend meetings and trainings.
- Perform other duties as assigned.

Qualifications:

- Post Secondary education or combination of other relevant education, training, and experience
- Training/experience with the administration and execution of vocational assessments
- Knowledge of the available programs and services offered through the various levels of government
- Familiarity of local job market and applicable community resources
- Extensive knowledge of various disabilities and their impact on employment or employment-related barriers

- Familiarity with The Adults Living with an Intellectual Disability Act
- Working understanding of adult learning principles and the needs of persons with disabilities
- Leadership, crisis intervention and problem-solving skills
- Proficient in Microsoft Office including Word, Excel and Outlook
- Knowledge of first aid, health and safety, and emergency procedures
- Clear Criminal Record Check and Adult Abuse Registry Check
- Safe Food Handling Certificate
- Driver's license and access to a vehicle required

Salary: Per Collective Agreement (MGEU Local 142) \$17.05 to \$18.84 depending on education and experience ***(Under Review)***

Work Schedule: Monday to Friday; 9:00 am up to 3:30 pm; 30 minutes paid lunch time; 60 hours bi-weekly

If interested, please send your cover letter and resume to executivedirector@cciwestman.ca on or before July 17, 2024.