



JOB POSTING

Position Title: Center/Program Assistant/Activity Facilitator (Avis's Place)

Purpose of the Position:

The Center Assistant works closely with the Manager at Avis's Place and provides program and administrative support at the Center.

Avis's Place is a service for people with intellectual disabilities; where they can come and socialize with peers in a safe environment. Working with Community Living Disability Services participants, the Center offers social, recreational, educational, pre-employment skill development and job training, and community engagement. It also aims to increase their members' involvement in the community and decrease isolation.

Responsibilities:

- Assist Manager with program planning. Implements programming at the Center;
- Promote and facilitate the safe and full participation of program participants in the community;
- Provide direct support to program participants in order to establish social support and encourage problem solving;
- Participate in special assignments, meetings or projects;
- Perform administrative duties e.g. welcoming members, workers and visitors; answering phone calls, grocery shopping, banking, and others;
- Other duties as assigned.

Qualifications:

- Familiarity with The Vulnerable Persons Living with a Mental Disability Act
- Working understanding of adult learning principles and the needs of persons with disabilities
- Leadership, crisis intervention and problem-solving skills
- Food preparation / cooking skills
- Can work on their own/independently
- Positive and optimistic attitude
- Proven ability to work cooperatively with a team
- Proficient in Microsoft Office including Word, Excel and Outlook
- Experience of program development, task analysis, instructional methods and evaluation techniques
- 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 vehicle required

Salary: Per Collective Agreement (MGEU Local 142) \$15.70 - \$17 depending on education and experience **(Under Review)**

Work Schedule: Tuesday to Saturday; 46 hours/bi-weekly (work scheduled to be determined by the Manager)

Tuesday – Friday: 12pm – 5:00pm (5 hours/day)

Alternating Saturdays: 12pm – 6pm (6 hours/day)

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