



NORTH SHORE DISABILITY RESOURCE CENTRE  
**JOB DESCRIPTION**  
**COMMUNITY BASED SERVICES WORKER**

**Program** Community Based Services  
**Reports to:** Program Manager  
**Purpose of Position:** To empower and support participants with disabilities as valued, participating citizens in inclusive communities.

**QUALIFICATIONS:**

**Education/Experience:**

- High School certificate (minimum) or equivalent
  - One year experience providing support to people with disabilities
- OR
- A relevant combination of education and/or experience, combined with general suitability

**Skills and Knowledge:**

- experience and/or knowledge of issues affecting people with disabilities
- commitment to values and philosophy of NSDRC
- commitment to team building principles
- effective written and oral skills
- well developed communication skills
- flexibility, reliability, punctuality
- ability to deal with stress and change
- problem solving abilities
- effective time management
- ability to receive and respond to feedback

**REQUIREMENTS**

- Criminal Record Search(es)
- Current Emergency Level First Aid
- Nonviolent Crisis Intervention Certification (sponsored by the NSDRC)
- Negative TB Test, or a clear chest x-ray
- Medical doctor's note of good health



<b>Responsibility</b>	
<b>1.0 DIRECT SERVICE AND SUPPORT</b>	
1.1	Complete and implement Person Focused Plan (PFP) in conjunction with the participant.
1.2	Monitor's participant's progress and well-being. Provides suggestions for the modification of participant's PFP.
1.3	Be familiar with and creatively implement SMART Goals.
1.4	Assist participant to access community services and resources that relate to their goals.
1.5	Assist participant to identify, pursue and to expand upon their age appropriate interests and activities linking them to the community.
1.6	Familiarity with participant's neighbourhood, the recreational facilities and community resources within the neighbourhood and facilitate participation and use of those facilities and resources.
1.7	Provides emotional support and feedback to participants (and their families/networks, if applicable). Assists participant and provides transportation when necessary.
1.8	Provides life skills and behaviour support training to participants. Facilitates physical, recreational and social activities.
1.9	Provides participant with a positive role model.
1.10	Recognizes potential crisis situations, evaluates situation accurately; and develops strategies to deal with situations; and informs the Program Manager when an incident occurs.
1.11	Attend and participate in all meetings and scheduled appointments.
1.12	Maintain regular communication with Program Manager.
1.13	Listen and respond to family/support network's wishes regarding the participant.
1.14	Understand the participant's needs and learning style.
1.15	Adhere to approved work schedule, maintain punctuality and work authorized hours.
1.16	Other duties as assigned.
1.17	Regular attendance at work.

<b>Responsibility</b>	
<b>2.0 ADMINISTRATION</b>	
2.1	Emergency information of the participant to be carried when working.
2.2	Completes and submits accurate SMART Goal Worksheets and SMART Goal Reports.
2.3	Completes accurately monthly schedule of activities on ShareVision.
2.4	Logs into and use ShareVision monthly.
2.5	Accurately completes and submits timesheets according to payroll schedule.
2.6	Record all financial expenditures on expense form and submit with receipts to Administration Support.
2.7	Accurately complete mileage forms and submit to Administration Support.
2.8	Maintain and submit current documentation required for employment including Current Address, Phone Number, First Aid, CPR, Nonviolent Crisis Prevention and Intervention, Drivers Abstract, Criminal Record Check and email address.
2.9	Complete any additional documentation or reporting as requested.



<b>Responsibility</b>	
<b>3.0 QUALITY ASSURANCE</b>	
3.1	Treat participant with dignity and respect.
3.2	Maintain professional boundaries.
3.3	Follow all Association Policies and Procedures
3.4	<b>For Teen/Pre-Teen Program:</b> Follow appropriate opening and closing procedures.
3.5	Participate in internal and external professional development.
3.6	Maintain a professional, courteous and respectful manner with all team members, the participant & their family/support network.
3.7	Establish and maintain communication and positive relationships with participants, their support network and community members.

<b>Responsibility</b>	
<b>4.0 Community Building &amp; Liaison</b>	
4.1	Participate on committees, networks and working groups as directed

Having carefully read this job description, I understand & agree to abide by the expectations outlined in the job description.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- Original to Employee  
  scan and saved to n:drive/hr/personnel file  
  Copy to Employee  
 Copy to Administrative Assistant (CBS)  
  Copy (if revisions) to Director of Human Resources

