Classification: COMMUNITY INCLUSION WORKER
Grid Level: 10, JJEP Wage Grid

Job Summary:

- This position ensures the well-being of individuals and promotes their development in a family setting. A key component of this job is to assist individuals in their physical, social, emotional and daily life skills development, which increases their independence and engagement in their community. The Community Inclusion worker typically supports individuals with intellectual, developmental and/or physical diversabilities, emotional, behavioral, and any other medical needs including addictions. The Community Inclusion Worker establishes and maintains a warm and personal relationship with each person served and encourages the active involvement of family members, friends and neighbors in each person's life.

Reports to: Home Share Manager/Director
HR Director

Key Duties and responsibilities

1. Supports individuals in their own homes and in the community to allow them to function more independently. Evaluates individual's needs and helps to develop the ISP with the Home Share provider.
2. Reviews and reports on the individual's goals and assists in helping the individual attain such goals.
3. Ensures that Individual safety is the top priority when providing care.
4. Working together with the Home Share provider, monitors individual's well-being, and assists individuals with daily life skills such as health needs, financial matters, shopping, and banking.
5. Assists individuals with grooming, activity planning, creating and maintain community connections, etc.
6. Facilitates physical, recreational, educational activities to build self-confidence and to develop life skills and relationships with others.
7. Assists individuals in attending appointments when necessary and provide transportation.
8. Recognizes potential emergency situations, analyzes situations accurately and develops strategies to support individuals with aggressive behavior to ensure no harm comes to the individual and/or the public. Reports concerns to the Home Share provider and/or the Home Share Coordinator, Manager or Director. Fills out the appropriate forms (i.e. Ministry Incident Reports and internal incident reports.)
9. Ensures health and safety standards are maintained.
10. Maintains, either written and/or verbal reports regarding individual's daily schedules, activities, and progress on goals. Ensure that all required documentation is complete and accurate.
11. Identifies community resources that will meet individual's needs.
12. Performs other related duties as required by Home Share provider.

13. Administering prescribed medications and treatments, and responsible for observing, recording, and reporting symptoms/changes in Individual conditions.
14. May be asked to provide support to individuals involved in the justice and court system, including victim support.

Education, training and experience

1. A diploma in a field related to supporting persons with disabilities.
2. Experience working with individuals with a mental handicap/dual diagnosis.
3. Formal training in the area of program planning or counseling.
4. A combination of education and experience may be considered.

Other Required

Class V driver's license
COVID-19 vaccinations
Favorable driver's record
Current First Aid/CPR certification
Criminal Record Search/Ministry Consent Form
Physicians Health clearance
MANDT Training
Annual competency training
Any other training as required by the H.O.M.E. Society

Job skills and abilities:

1. Good written and verbal communication skills.
2. Demonstrated ability to work effectively with others in both group and one to one settings.
3. Able to function independently and manage Individuals care in regards to a wide range of medical, mental, behavioral, and emotional and/or learning disabilities.
4. Excellent organizational skills.
5. Check email on a daily basis.
6. Maintain job requirements as required.
7. Community Inclusion workers need to be able to work a flexible schedule depending on the family needs and the individual's schedules.

Additional Information

This position may require employees to work in a stressful environment often supporting individuals in crisis situations.

I have read and understood the above job description

Name_____ **Date**_____

Signature_____