



Creating Alternatives mission is to “include individuals, in a meaningful way, into their community by providing opportunities for their success in all aspects of life”.

Job Posting	Program Facilitator
Reports to	Program Supervisor
Classification	Up to 37.5 hour/week – One year contract \$ 22.50

Summary of Responsibilities

Creating Alternatives delivers an all-inclusive person-centered program which supports individuals who have a developmental or cognitive disability. The Program Facilitator is responsible for the implementation and oversight of each participant’s Individualized Support Plan (ISP) and goals. Together with family and support team we strive to assist each person in supporting independence, confidence and personal wellbeing while creating an inclusive environment.

PARTICIPANT SUPPORT AND SAFETY

- Commit to and demonstrate the Mission, Vision and Values of Creating Alternatives through attitude, actions, and behaviors.
- Provide a safe and supportive environment for participants.
- **Support the implementation of existing policies and procedures relating to workplace health and safety, IPAC, and the advancement of quality initiatives**
- Responsible in developing, implementing, and supporting curriculum that supports area of interest, or areas identified that support their Individual Support Plan (ISP)
- Ensure participants are treated with dignity and respect.
- Ensure participants are informed of their rights and support in the conflict resolution process
- Monitor, mentor and encourage appropriate social and behavioral expectations.
- Support the participant in learning skills related to informed decision making.
- Support and empower all participants in all activities of daily living, personal hygiene, dressing, and meal preparation.
- Identify and support participants who are experiencing cognitive/age related changes,
- Maintain confidentiality of participants, as per the policies and procedures.
- Complete all administrative requirements, as identified.
- Maintain effective working relationships with all staff, volunteers, participants, and significant stakeholders
- Attend professional development events, as required
- Responsible for liaison with families, and other professional
- Responsible for coordinating and attending meetings, completing accurate documentation/record keeping and ensuring this is all carried out in a timely manner

CORE COMPETENCIES

- Develop and document program plans that align with organization's mission, vision, and core values.
- Ability to work within a fluid environment
- Work independently and collaborate with teams to coordinate supports and resources with participants receiving services.
- Demonstrates initiative, flexibility, and ability to multi-task within timelines/deadlines.
- Actively promote, participate, and contribute to a positive and supportive team environment.
- Establish and maintain effective working relationships with all staff, families, partners, and other support agencies.
- Possess Excellent interpersonal and communication skills, written and oral.
- Possess Excellent organizational and time management skills.
- Effective problem solving and conflict resolution in a professional manner.
- Support people to access and take their medication in accordance with establishes policies and procedures.
- Foster skill development through modeling and positive reinforcement

QUALIFICATIONS

- Current and Clear Vulnerable Sector Police Check
- Secondary school graduate and a post-secondary certificate in Human or Health Services (Developmental Support Worker DSW or equivalent).
- Minimum 2 years experience working with individuals with developmental disabilities.
- Valid G class driver's licence preferred.
- Current Crisis Prevention Certification.
- Current First Aid and CPR Certification.
- Experience developing, implementing, and providing services and supports to individuals with developmental disabilities.
- Experience demonstrating a person directed philosophy

Send all resumes to info@creatingalternatives.ca