

Initiatives for Just Communities (IJC) is a faith based organization which operates four community restorative justice programs. These programs strive to provide guidance, support and relationship for people living with Fetal Alcohol Spectrum Disorder (FASD) or intellectual disabilities as well as those who are currently or have been previously incarcerated. IJC provides opportunities and services to people regardless of background or affiliation.

IJC employees are expected to model and uphold the vision and mission of IJC; to respectfully and with integrity interact and model caring and holistic relationships with colleagues, participants, and within the wider community.

Job Description Feb 13th 2017

El'dad Outreach Assistant

El'dad is a multi-faceted program which provides residential support, vocational training and assistance, and support for men and women with intellectual disabilities. With guidance and support the participants learn to make healthy choices for themselves and develop real hope for their future. It is located on a 20-acre parcel of land close to Steinbach, Manitoba and has an Outreach office in the town of Steinbach.

The **Outreach Program** Assists adults with intellectual disabilities within the southeastern area. We will help individuals in any area of their lives they want. We explore positive “choices” with participants and empower them to achieve their goals.

Title of Position

El'dad Outreach Assistant position reports to the Outreach Program Manager and works out of the Outreach Branch.

Responsibilities:

1. Assisting with planning, supervising and/or implementing the components of the El'dad Outreach Program
2. Overseeing Outreach Program vehicles
3. Assisting with staff coordination; scheduling, shift goals, medical appointments
4. Assisting with new initiatives as needed

Other Duties:

- Tracking Outreach Program mileage
- Reporting vehicle issues to El'garage
- Reviewing and updating mileage sheets, sending issues to EOR program manager
- Posting and updating schedules
- Shift coverage, including coverage during crisis's
- Sharing on call duties
- Assisting with shift spending envelopes and reconciling them weekly

Qualifications:

- Must be able to ascribe to and support the mission and vision of the programs of IJC
- Must be able to communicate and implement the El'dad vision
- Excellent communication skills, both interpersonal and written.
- Critical thinking and creative problem solving skills.
- Ability to work collaborative and respectfully and provide direction to a diverse team.
- Ability to work collaboratively with individuals and systems representing a wide range of cultures, ideals, values, and belief systems.
- Strong planning and organizational skills.
- Must hold a current driver's license and have a good driving record
- Ability to assess risk and set safe & appropriate boundaries.
- Ability to handle work related stress.
- Ability to exercise patience and flexibility.

Expectations:

- Maintain program participant and program confidentiality at all times.
- Follow and articulate El'dad policy and procedure at all times.
- Recognize the interaction of one's own personal values, religion, and culture in the attempt to provide respectful, dignity-enhancing support for program participants.
- Build and maintain a professional therapeutic relationship with program participants.
- Build and maintain a professional supportive relationship with program staff under their supervision.
- To complete a criminal record, adult abuse registry check, vulnerable sector registry check and a driver's abstract as required.

Assets:

- Four years or more of post-secondary education in related social services field or the equivalent in work experience.
- Understanding of the issues and challenges associated with intellectual disabilities and FASD.
- Strong desire to work with people who live with intellectual disabilities

Terms:

- This is a half-time hourly position – 18.75 hours per week, days, evenings and weekends
- Starting wage range is between \$14.96 and \$17.59/ hour
 - dependent on education and experience.
- There will be a 3-month probationary period based on FTE.

Please submit a resume, with 3 references (2 work, 1 character) to:

- Kevin Drain; kdrain.eldad@initaitivesjc.org

Closing Date: Wednesday, October 18th 5pm