

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 (October 2017)**

#### **Mechanical Maintenance & Vocational Counseling**

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 Mitchell.

The **Day Program** is a program which provides participant support, life-skills, education, vocational training and which helps design a future of choice for men and women with intellectual disabilities. One of our main goals is to achieve community involvement for our participants through meaningful employment.

This position reports to the Resource Generation Program Manager and works out of El'dad Ranch.

#### **Responsibilities:**

1. Responsible for ongoing maintenance of all El'dad and IJC vehicles
2. Perform necessary repair work to industry standards.
3. Make all necessary arrangements with outside mechanics as required and ensure onsite work is completed satisfactorily.
4. Responsible to assist with the teaching and the supervision of participants regarding basic mechanic skills with the safe operation and maintenance of equipment.
5. Working with an established budget and advising of upcoming shop budget needs.

#### **Other Duties:**

1. Maintaining daily contact with staff and participants on work schedules.
2. Track costs of repairs for purpose of invoicing
3. Write daily logs on participant progress

**Qualifications:**

- Mechanic skills including tire rotation and oil changes
- Ability to be proactive in maintaining a fleet of vehicles
- 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 checks and a driver's abstract as required.

**Assets:**

- Certification or experience in trades
- Experience working in Social Services field.
- 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 full-time hourly position - 37.5 hours per week, working days Monday to Friday
- Starting wage range is \$14.70 - \$17.33 depending on education and experience.
- Position is eligible for inclusion in pension and benefit program.
- There will be a 3-month probationary period.

Please submit a resume:

- Kevin Drain; [kdrain.eldad@initiativesjc.org](mailto:kdrain.eldad@initiativesjc.org)

**Closing Date:**

- October 25<sup>th</sup> 2017 at 4pm