

**External Job Posting #PTB1
Part Time Outcome Support Facilitator**

Position Type:	Part Time
Hours of Work:	Scheduled 30 hours bi-weekly, then by seniority for up to 65 hours bi-weekly The ability to work days, evenings, overnights & weekends is a requirement
Initial Locations:	Brighton & Surrounding Areas
Rate of Pay:	\$24.98 – 26.24 per hour
Benefits Package:	Group Insurance Benefits (Dental, Vision, AD&D, Life Insurance & Dependent Life Insurance), Employee Assistance Program and 3% RRSP matched contributions by the Organization
Date Posted:	October 21, 2024
Application Deadline:	October 30, 2024 – 4:00 p.m.

Inclusion Northumberland is a non-profit organization that provides support and services to people with developmental disabilities that promotes opportunities for personal growth within their community. We are a Nationally Accredited organization and have maintained our Accreditation standing since 2000 in each of our quality reviews facilitated by the Council on Quality Leadership.

Summary of Responsibilities (including but not limited to):

- Ensure that people you serve are your top priority and always provide the highest standard of support
- Utilize Personal Outcome Measures and Personal Plans to identify people's preferred outcomes
- Support people to develop skills & assume roles, which promote participation in the life of the community
- Support people to develop decision making skills, exercise choices and rights, and assume responsibilities
- Support people with medical needs, controlled acts, and administer medication as required
- Adhere to, and provide input in, people's clinical and organizational support plans
- Participate in the development of support networks and community partnerships for people
- Promote the involvement of family, friends and community members in people's lives
- Identify and advocate for change of any barriers which inhibit or impede people's Personal Outcome goals
- Liaise effectively and professionally with families, parents, community groups and employers
- Ensure an orderly and safe working environment and follow all policies and procedures
- Complete all necessary administrative and service delivery documentation as required on time
- Assist with daily financial audits for people using the AIMS database
- Ensure that all documentation, information, needed actions, and important observations, related to the support of people, are passed on to appropriate team members, Supervisor and the Quality Enhancement Committee, where organizational supports are needed to aid in the implementation of change
- Complete assigned duties related to H&S
- Assist with petty cash report and monitor/identify discrepancies following process
- Contribute to monthly calendar setup of outcomes, supports and appointments for all people supported at location and report and/or problem solve discrepancies in vehicle use/transportation and supports needed

- Recognize that employees may at times need to use their personal vehicles to transport persons supported (and potentially one or more members of the supported person's family) when vehicles owned by the Organization are not reasonably available, or on a regular basis when supporting in a program that may not have an Organizational vehicle
- Other duties as assigned

Preferred Experience With (including but not limited to):

- Demonstrated ability to successfully support people with challenging behaviours
- Development, implementation, and monitoring of protocols and plans i.e. Behaviour Support Plans, Best Practices for Incident Prevention, Behaviour Crisis Management, Employee Safety Protocols, Safety Protocols and Health Protocols.
- Supporting complex medical conditions i.e. controlled acts, catheter care, seizure disorders, sleep apnea
- Administering medication under challenging circumstances
- Supporting complex mental health conditions i.e. dual diagnosis, hallucinations, developmental trauma, anxiety, borderline personality disorder, post-traumatic stress disorder
- Demonstrated ability to secure resources to enhance support strategies, facilitate successful community engagement, and to assist people to develop and maintain healthy relationships
- Extensive experience implementing NVCI techniques, including both preventative measures and physical interventions
- Professional and accurate documentation submissions as required
- Liaising with families, community members, medical professionals, behavioral consultants and communication specialists

Education and Qualifications (including but not limited to):

- Track record of excellent attendance to ensure continuity and consistency for people supported
- Proven ability to maintain a professional attitude and handle stressful situations
- Proficiency with information technology including Inclusion Systems, AIMS and Surge
- Exceptional interpersonal, oral and written communication abilities
- Strong organizational, time management and problem-solving skills
- Able to maintain confidentiality and conduct work within appropriate privacy standards
- Must have a valid Ontario Driver's license, acceptable Driver's Abstract, valid Insurance and reliable vehicle for the purpose of work
- Current Standard First Aid – Level C CPR and NVCI certification

All applications should be sent marked **confidential before 4:00pm October 30, 2024** including cover letter and resume to:

Emily Pomeroy, Human Resources Generalist
 Inclusion Northumberland
 65 Bridge Street East, Box 1360
 Campbellford, Ontario K0L 1L0
epomeroy@inclusionnorthumberland.ca
 cc: Leslie Steeves – lsteeves@inclusionnorthumberland.ca
 (Note: E-Mail or hard copy only, no fax copies will be accepted)

Inclusion Northumberland is an equal opportunity employer. As part of our ongoing commitment to the Accessibility of Ontarians with Disabilities Act, Inclusion Northumberland will provide assistance to applicants who request accommodation throughout the recruitment process.

We thank all applicants for expressing their interest; however, only those selected for an interview will be contacted.

Check us out at: www.inclusionnorthumberland.ca