



**Support, every step of the way**

**EXTERNAL JOB POSTING**

**Job Title:** Recreation and Life Skills Facilitator

**Program:** Dual Diagnosis

**Posting Date:** November 2, 2017

**Status:** Full-time; permanent; Union

**Location:** To be determined

**Job Posting #:** 866

**Effective Date:** A.S.A.P.

**Posting Closing:** November 13, 2017

**Note:** Program operates 24 / 7 and work schedule may include day, evening, night and weekend shifts.

**Purpose:** Within a multi-disciplinary team, actively provide support and therapeutic services to individuals living with a dual diagnosis, and or Autism Spectrum Disorder. This position will be a collaborative approach with other agencies in a residential team. We are looking for highly motivated staff who will act as liaison and a community representative on behalf of Wesley Urban Ministries. To enrich the quality of life, and promote full and meaningful inclusion in the community.

**Duties:**

1. Collaboratively, and efficiently, work within a multi-disciplinary team of health and social service professionals.
2. Collaborate with community partners to ensure client access to community based supports.
3. Develop, implement, facilitate, and co-facilitate therapeutic workshops, social/recreational and life skills based activities for clients that support improving clients' self-efficacy/self-esteem, coping skills and overall abilities to live independently.
4. Actively develop and encourage resident-led activities.
5. Coordinate life skills activities including, meal planning, budgeting, shopping and cooking.
6. Prepare and serve meals, keep dining room and kitchenette clean according to public health requirements.
7. Plans and develops group activity calendars with respect to recreation needs of program client group.
8. Assist with program assessments, goal planning, and appropriate referrals of clients to facilitate client movement through the program and connection to community resources.
9. Proactively engage individual clients to assess their readiness, motivation and confidence to move through change, ensure residential stability and safety within the program.
10. Accompany clients in the community as needed.
11. Document, as required, within individual client files and program communication logs.

12. Respond according to program protocols to emergency or crisis situation.
13. Attend and participate in all relevant staff meetings and training opportunities, as requested.
14. Attend and participate in community meetings.
15. Develop and provide aftercare support within the community to clients who have transitioned through the program.
16. Provide coverage, for other employees on shift, as required.
17. Provide administrative support as required.
18. Other duties as assigned.

**Qualifications:**

1. Post-secondary degree/diploma in Human Services or related field with a background in recreation leadership and/or related experience.
2. Experience in effectively working with adults living with a dual diagnosis, Autism and or complex behavioral needs.
3. Experience in the planning, preparation of social and recreational activities including meals and food handling.
4. Strong administrative and planning skills.
5. Experience providing client-centered services within a multi-disciplinary team of providers.
6. Excellent communication and documentation skills in English are required; fluency in a second language relevant to the community is an asset.
7. Ability to demonstrate patience, compassion, non-judgement and flexibility.
8. Non-violent crisis intervention; first aid/CPR; and Food Safe Handler training certification are required.
9. Must be able to meet the travel requirements of the position and participate in 24 hour, 7 days a week service provision on a scheduled basis.

**Competencies:**

**Customer Service**

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect;
2. Helps to create and contributes to a work environment that embraces and appreciates diversity;
3. Values and respects the internal and external customers to the organization.

**Accountability**

1. Takes personal responsibility for the quality and timeliness of their work, and team work;
2. Believes, respects and adheres to the vision, mission and values of Wesley Urban Ministries.

**Commitment**

1. Demonstrates an understanding of Wesley Urban Ministries Mission, Vision and Values through service delivery approach;
2. Acts with integrity;

3. Demonstrates knowledge of the code of ethics of working in social services.

Please send resumes to: [hr@wesley.ca](mailto:hr@wesley.ca).

Wesley is a diverse and welcoming employer. We encourage applications from all qualified applicants. Only those selected for an interview will be contacted. No phone calls, please. More information about Wesley and our programs can be found at [www.wesley.ca](http://www.wesley.ca).