



West Island Citizen Advocacy

Title: Community Apartment Program-Community Worker

The Community Apartment Program provides support and housing for 26 persons living with a mental illness. The CAP community worker:

- Reports to the Executive Director
- Gives daily living support to residents in this Program
- Shares the West Island Citizen Advocacy's mission, vision, and values to improve the quality of life and defend the rights of all those living with a handicapping condition or who are disadvantaged in the community.

1. Primary Duties and Responsibilities

Protégé/Resident Support

The CAP community worker will provide the following support:

- Weekly apartment meetings
- Check on the general well-being and social interactions of the residents
- Healthy nutrition encouragement and monthly food bank pick-up
- Aid with budgeting and banking
- Check the cleanliness of the apartment and tracking of medication
- Accompaniment to appointments (Urgent only)
- Updating database and maintenance of records

Liaison with other Community Resources

The CAP community worker will be a liaison with other community supports such as the CLSC, the hospital, other community groups, and the families of the residents. This liaison entails some of the following activities:

- Work together with other social workers or PACT team members to set up residents supports
- Attend service plan meetings
- Attend community or Table meetings
- Participate in community activities or public education projects

Family Support

The CAP community worker will provide support to the residents' families with meetings, phone calls, or accompaniment.

Participation in West Island Citizen Advocacy Activities

- The CAP community worker will participate in WICA's activities such as fundraisers, and others as determined by the Executive Director.

2. Personal Characteristics

The CAP Community Worker must demonstrate the following characteristics:

- Work well in a team
- Able to seek guidance if necessary in making decisions
- Able to formulate plans and execute them
- Flexibility/ adaptability
- Ethical behavior
- Relationship builder
- Creativity
- Warmth and empathy

3. Knowledge and Skills

The CAP community worker will have the following knowledge and skills:

- Have knowledge of, and experience with those living with a mental illness and other handicaps
- Knowledge of the local health and social service network to defend the rights of the protégés in an appropriate way
- Excellent interpersonal skills
- Ability to work independently
- Computer skills (MS office suite – Outlook, Word, Excel)

4. Qualifications

- CEGEP DEC in a related field or equivalent experience with at least 1-3 years of experience working with handicapped persons
- English and French (required)
- Required to pass a police check before employment

Working conditions

- Will work in both an office environment and in the community as necessary
- Attend weekly team meetings
- Will be supported by the Executive Director
- Will work a regular of 5 days per workweek
- May be asked to respond on occasional nights and weekends in an emergency situation

Job Type: Full-time

Salary: \$21.50-\$24.00/hour based on experience

Education: DEC

License/Certification: Valid driver's license and a car (required)

Benefits:

- Casual dress
- Dental care

- Disability insurance
- Extended health care
- Flexible schedule
- Vision care

Interested candidates would need to contact : rjaffari@pcbo-wica.com or call 514-694-5850