

COMMUNITY INTEGRATION SERVICES SOCIETY  
JOB DESCRIPTION

**Position:** Full Time, Part Time and Temporary Life Skills Worker

**Accountable to:** Program Manager

**Hours of work:** Full Time - 35 hours  
Part Time – maximum 34 hours minimum 6 hours  
Temporary - dependant on Position

**Qualifications:** Grade 12, one year working/volunteer experience with individuals challenged with a disability preferred. Related education an asset.  
Valid drivers license (class 4, 5, or 7 prior to Oct. 2003), along with a reliable and safe car with appropriate insurance coverage.  
Current and valid First Aid and CPR certification is mandatory.

**Salary:** Grid 10 Collective Agreement



**Duties:**

- To uphold the Society's philosophy and mission statement.
- Adhere to and follow Community Integration Services Society's Code of Ethics and Conduct.
- To assist and support individuals challenged with a disability in accessing and integrating into their community. May be required in certain positions to lift a wheelchair, walker or other apparatus.
- To provide appropriate role modeling; assistance and training to the Society's consumers in personal hygiene, independent living skills, educational programs and behavioural issues.
- To develop and implement annual consumer planning and report progress towards their individual goals and skills attainment.
- To administer medications and handle and report emergency situations as they arise.
- To ensure the consumer's wishes and rights are respected in regards to their day program.

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Reviewed: March 2010

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- To attend conferences, workshops and meetings as deemed appropriate by the Program Manager.
- To plan and promote recreation, leisure, volunteer and vocational activities for the consumers on a daily, monthly and annual basis.
- To keep accurate documentation on the consumer's activities, behaviours and general health.
- To act as an advocate on behalf of all the consumers.
- To complete a daily time sheet as an accurate account of time worked.
- To complete a mileage record as an accurate account of mileage incurred.
- To attend seminars, workshops and conferences in order to broaden professional knowledge and skills as deemed necessary by the Program Manager.
- To complete any other tasks or duties as requested or assigned by management staff.

I \_\_\_\_\_ have read and fully understand what is expected of me to perform the job as a Full-time/ Part-time/ Temporary Life Skills Worker for Community Integration Service Society.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Office Administrator's Assistant Signature)

\_\_\_\_\_  
(Date)

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