



Okanagan  
Boys & Girls Clubs

## Support Worker

**Date Posted:** February 15, 2019

**Competition Number:** 208-18/19

**Locations:** Kelowna, BC (Martin Avenue Community Centre)

Okanagan Boys and Girls Clubs invite applications from qualified individuals for role of Support Worker at our Martin Avenue Community Centre.

### We can provide:

- Many opportunities for professional development
- Fun, positive work environment
- We offer a 10% discount offered to employee whose children are registered in our child care programs, including preschool, day care, and after school care programs. This discount will be offered to all Agency staff that work 20 hours a week or more, and have passed their probationary period.

### Key Duties and Responsibilities:

- Works with Program Managers to ensure that programs are responsive to individual needs of members.
- Participates in individual short and long term goal planning and develops and implements quality programs with either modifications or adaptations based on participants needs.
- Promote integration with peers while providing necessary accommodations
- Develops relationships with members parents/guardians and ensures effective communication with families.
- Provides group and/or individual behaviour management, support and develops care plans when necessary.
- Creates program activity calendar to be distributed to members and families
- Use Club vans to pick up members from school and transport to various sites.
- Maintain documentation of participants including daily case notes, statistical, and program reports on ShareVision
- Ensures that accurate program and member records are maintained and that confidentiality is a priority.
- Ensures Agency Policies and Procedures, Program Operating Standards, WCB standards, Community Care Licensing Regulations, Risk Management requirements and general facility safety standards are met.

### Qualifications:

- Diploma or Certificate and relevant experience working with children and youth with special needs or equivalent combination of education, training, and experience
- Demonstrated teamwork, leadership, and supervisory skills
- First Aid Certificate
- Class 4 Driver's License
- Successful completion of Agency screening process, including criminal record check

**Hours:** 20 hours per week: Monday to Friday from 1:30pm to 5:30pm (opportunity for more hours during school closures)

**Rate of Pay:** \$15.73 per hour

**Closing Date:** Open until filled

### Application Process:

Please apply in writing with a cover letter and resume to:

Name: Bailey Van Os, Manager of Human Resources

E-mail: [jobs@obgc.ca](mailto:jobs@obgc.ca)

***Okanagan Boys and Girls Clubs is an equity employer and encourages applications from persons with disabilities, members of visible minorities, Indigenous people, people of all sexual orientations and genders, and others who may contribute to a diverse and inclusive staff team. We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.***