

## Employment Opportunity Host Contractor

### Organization Overview:

YWCA Edmonton is a powerful voice for equity and has been leading social change and progress for women and families in the Edmonton region since 1907. Part of an international movement, YWCA Edmonton is a trusted provider of services, programs, and advocacy work that transforms lives and helps build a stronger, healthier, and equitable community for all.

### Job Summary:

The Disability Services department provides supports to Individuals with a wide range of diagnoses, including but not limited to developmental disabilities, physical limitations, behavioural and psychological challenges, and medical fragility.

Our goal is to empower Individuals to achieve their full potential with the support of their community. We create opportunities for each Individual to enhance her/his quality of life through goal setting and personal achievement.

Contractors are:

- Passionate about community service
- Value relationships and people
- Patient and caring
- Have a positive attitude

**Hours of work:** Weekends and occasional weekdays in the Contractor's home

### Responsibilities:

- Provide support to an Individual with a disability in your home
- Provide community access and resources for the Individual
- Provide support in the areas of personal care and medication administration
- Assist in the development of Individual Service Plans when required
- Implement service plans, follow specified programs (ex. behaviour programs) and document the Individual's progress
- Model organizational and behavioural strategies
- Facilitate and provide support in socialization and age-appropriate activities
- Complete required documentation for recording service delivery including medication administration reports, summary reports, monthly, and incident reports
- Follow policies and procedures as outlined in YWCA Edmonton policies and procedures manual
- Assist the Individual with meal preparation.
- Assist the Individual with regulating their emotions effectively using positive behavioural management strategies.
- Attend meetings and training sessions as required

**Qualifications Required:****Education:**

- Grade 12 equivalency
- One year of Post Secondary education in Human Services is preferred

**Experience, Skills, and Knowledge:**

- Minimum one (1) year of related work experience in the human services field
- Intervention Record Check and Criminal Record Check with vulnerable sector (no more than 6 months old)
- YWCA Edmonton provided training in /MANDT, Medication Administration, Abuse Prevention & Response, Infectious Disease & Prevention, and WHMIS (within 6 months of start date)
- Current Standard First Aid and Level C CPR certification from an Alberta OHS-approved training agency
- Safe Bathing and Showering certification
- A keen interest in community integration of children and adults with disabilities
- Good interpersonal and communication skills
- Ability to interact in a positive manner with a diverse population

**Additional Requirements:**

- Have a home that is safe and secure and provides a comfortable environment for an Individual
- A valid Class 5 driver's license, access to a personal vehicle, and willing to transport Individuals
- \$2 Million Third Party Liability Vehicle insurance

**To Apply: Please submit your cover letter and resume to [careers@ywcaedm.org](mailto:careers@ywcaedm.org)  
In the subject line please put 'Host Contractor'**