

## **Host Contractor St. Albert Location**

### **Organization Overview:**

YWCA Edmonton is a powerful voice for equity and has been leading social change and progress for women, families and gender-diverse individuals in the capital 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. We provide education and services to thousands every year through leadership programs, counselling, outdoor education, healing retreats and supporting people with disabilities.

### **Job Summary:**

The Disability Services department provides support to Individuals with a wide range of diagnoses, including but not limited to developmental disabilities, physical limitations, behavioral 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.

What it Means to be a Host Contractor:

Host Contractors support Individuals and develop plans to help the Individuals succeed. Contractors work with Individuals to assist with daily living skills, behavioral strategies, and often, medication administration.

Contractors are:

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

### **Hours of work:**

Vary based on the individuals need and the hosts capabilities. **\*St. Albert\* location required.**

### **Responsibilities:**

Provide support to Individual in the areas of:

- Provide a safe and comfortable environment for Individual
- Daily routine; such as personal care reminders, booking and attending medical appointments, behavior management, ensuring proper medication administration, and other areas as required
- Promote cultural activities and skills development with Individual
- Assist in the development of Individual Service Plans when required
- Implement service plans, follow specified programs (ex. behavior programs) and document the Individual's progress
- Model organizational and behavioral strategies
- 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
- Attend meetings and training sessions as required

### **Qualifications Required:**

#### **Education:**

- Grade 12 equivalency
- **Female Host required for the individual**
- 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
- Experience helping Individuals with skill development is an asset
- Experience supporting Individuals with behavioural and medical needs is an asset
- Intervention Record Check and Criminal Record Check with vulnerable sector (no more than 6 months old)
- Willingness to take part in all 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 adults with disabilities
- Good interpersonal and communication skills
- Knowledge of basic computer use
- Ability to interact in a positive manner with a diverse population

#### **Additional Requirements:**

- A valid Class 5 driver's license, access to a personal vehicle, and willingness to transport Individuals
- Have a home that is safe and secure and provides a comfortable and caring environment for an Individual.
- \$2 Million Third Party Liability Vehicle Insurance
- Mental Health First is an asset. Must have the mindset of "do with, not for" and be able to teach independent living skills

#### **Trial period:**

There will be an introductory period to ensure it is a good fit for everyone, you will be hired under a respite contract and paid for this one-week period, if all goes well it will transition to full-time.

**To Apply: Please submit your cover letter and resume to [careers@ywcaedm.org](mailto:careers@ywcaedm.org)**