

**JOB TITLE: Caregiver/s with combined Executive Management
Responsibilities in a private Microboard Society in Abbotsford.**

POSITION/S SUMMARY: The position/s are aimed to cover up to 30 hrs/week by one or two applicants whose combined skills are personal care and program management for a young adult. Benefits are possible for a position held at 20 or more hours/week.

COMBINED/INDIVIDUAL RESPONSIBILITIES:

- Adhere to the Society's values and mandates, to the best of interests in the client's growth.
- Build and engage in a reassuring relationship with the client.
- Adapt to and advance in specific caregiving routines, communication details, outdoors activities and light housekeeping.
- Consult comfortably and responsibly with the client, family and/or members of the Board of Directors for consensus on unique program adjustments.
- Oversee staff schedules, timesheets and expense reports related to the Society's program funds.
- Chair staff meetings and report to family and members of the Board of Directors.
- Make suggestions and advises in areas pertaining to recruitment, training, care and up-to-date management of caregivers.
- Participate in ongoing quality development and implementation of program policies and procedures.
- Network with community resources for the advancement of the client's public involvement.

COMBINED/INDIVIDUAL REQUIREMENTS:

- Canadian or landed immigrant status.
- Creative and sensitive support and leadership.
- Willing to thrive in the responsibilities noted above.
- A philosophy of support/management in line with the society's mandate of Christian service.
- Strong interpersonal leadership and organizational skills with personal integrity, initiative and maturity.
- Ability to work independently as a member of the team.
- Previous exposure working with individuals living with disabilities.
- Readiness to be asked to fill in a shift on short notice.
- Computer skills with working knowledge of MS Word/Excel

Applicants please email a cover letter, resume and two references to the Society's Director. Email society.11.04@gmail.com. Selected applicants will be contacted. Position/s will remain open until candidate/s are hired.