



Giving Hope Today

EMPLOYMENT OPPORTUNITY

The Salvation Army

Ontario Great Lakes Division

Job Title:	Program Assistant – Community Access to Transportation	Competition #:	
Department:	CAT Program	Position Type:	1 – 40 hour Full time Permanent Positions
Salary Range:	\$17.36/hr	Date posted:	April 6, 2018
Location:	Lawson Ministries – 533 Main Street E. and Various community locations	Posting Expires:	April 20, 2018 4:00pm
Applications Accepted By			
Fax or E-mail: michellemartin@lawsonministries.org or Fax to: 905-527-1377 Please no phone calls.		Mail: n/a	
Job Description			
<p>RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1. Promote an environment and programming that is both supportive and nurturing by providing practical training on public transit routes to individuals with a developmental disability, by implementing individual training plans using CAT program training tools, in conjunction with individual trainees, the Project Coordinator, family members and other outside agencies as appropriate. 2. Evaluate participant goals, outcomes and overall program effectiveness on an ongoing basis, and revise training plans as necessary in consultation with individual trainees, family members, any outside agency staff, and the Project Coordinator. 3. Work cooperatively with other CAT team members and external agency staff when appropriate in providing coordinated and consistent approaches to participants. 4. Endeavour to develop appropriate and therapeutic relationships with participants, exhibiting role model behaviour at all times. 5. Demonstrate tact and courtesy when communicating with trainees, family members or outside agency staff; this includes answering questions and providing information about the bus training program, handling simple complaints, and deferring to Project Coordinator or Management staff when appropriate. 6. Ensure the proper and accurate recording of all training documents including individual training plans, task analysis, record of training hours, training documentation list, etc.; program tracking sheets electronic and hard copy, as needed to assist with program administration; complete Incident Reports and Consult Reports when needed 7. Maintain integrity of CAT curriculum by not altering, copying or distributing records without prior approval from Project Coordinator or Director of Operations. 8. Responsible to assist with any type of client emergencies that may arise during the shift. 9. Responsible for safe travel of clients from bus training departure point to destination and back again, unless otherwise agreed upon in individual training plan. 10. Assist individuals in achieving greater independence and personal safety when travelling in the community by public transit. 11. Assist with administration of the CAT Assessment Centre when needed by following up on referrals by telephone, booking assessments, updating program MS Excel spreadsheet, and corresponding with City of Hamilton Accessible Transportation Services staff by email. 			

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12. Complete trainee follow-up interviews and monthly bus pass distribution, delivery of in-class curriculum, representation of CAT at community events as directed.
13. Responsible for the effective and efficient management of funded bus training hours for individual trainees, and petty cash as necessary.
14. Perform other position related duties as required.

This Position Description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities of the incumbent.

This Position Description will be reviewed by the employee and supervisor on a regular basis. Amendments can be made at any time at the discretion of the employer.

QUALIFICATIONS:

1. Completion of two years of Community College, Human or Social Services Diploma
2. Minimum of two (2) years of prior related experience, including experience in social services programs working with adults with developmental disabilities and vulnerable populations preferable in a residential or day program setting.
3. Lift and transfer training and experience is an asset.
4. Strong oral and written communication skills.
5. Self-motivated and disciplined.
6. Ability to lift/move up to 40 pounds; perform external work duties under inclement weather conditions, i.e. cold, rain, snow, heat etc. and the ability to embark/disembark from a bus while ensuring the safety of individual trainees
7. Ability to work in a team environment
8. Good organizational and time management skills
9. Computer experience with electronic scheduling and MS Office; sound working knowledge of MS Excel and Power Point is desirable.
10. Demonstrate an understanding of the psychological and social dynamics of working with developmentally and behaviourally challenged individuals.
11. Working knowledge of the application and maintenance of any medical or behavioural protocols related to safe independent travel on public transit, or safe classroom instruction in a group environment, for individuals being trained.
12. Current First Aid & Cardiopulmonary Resuscitation with Defibrillation training and Non-Violent Crisis Intervention Certification is required. (must be verified with copy of certificate).
13. Demonstrate an understanding of the psychological and social dynamics of working with developmental and behaviourally challenged individuals.
14. Must have valid Ontario Class "G" or "G2" Driver's, a copy of a driver's abstract that is satisfactory to The Salvation Army, in its sole discretion, is required.
15. Provide an original copy of a Criminal Background Check with vulnerable sector screening that is satisfactory to The Salvation Army, in its sole discretion, is required. The screening is secured either through the national Canadian Police Information Centre (CPIC) or through a local police detachment.
16. Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
17. Behave Ethically: Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
18. Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
19. Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

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20. Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
 21. May require screening through The Salvation Army Abuse Registry.
 22. Support for and an understanding of mission and purpose of The Salvation Army in Canada.
- NOTE: An alternative level of education and experience may be considered

***Priority will be given to applicants who have demonstrated transit training experience and knowledge of the Hamilton Railway (HSR) system.

Provide an original copy of a Background Check with vulnerable sector screening (where applicable) that is satisfactory to The Salvation Army, in its sole discretion, is required. The screening is secured either through the National Canadian Policy Information Centre (CPIC) or through a local police detachment. May require screening through The Salvation Army Abuse Registry. Support for and an understanding of the mission and purpose of The Salvation Army in Canada.

Conditions of Employment:

- Schedule may vary according to requirements of responsibilities – some weekend and evening work may be required.
- Compensation for hours worked in excess of regular hours would usually be provided in the form of lieu time after prior approval.
- Travel is required and therefore drivers license and access to a vehicle is required for this position

Normal hours of work: are as per operational requirements Monday to Friday. Some flexibility is required and the work schedule will depend on the needs of program participants.

Normal location of work is at the 333 King St East location however other sites can also include the following:

- 1590 Main Street West – Residential site
- 533 King Street East
- Various Community Residential (including private homes), day program, and school locations – sites to be determined based on the needs of the participants, and starting point for route training

Interested applicants must respond in writing with a cover letter and resume

Position 1 – 40 hours per week to start asap

Applicants are eligible for RRSP and Benefits after successful completion of probation.

We thank all applicants, however, only those candidates to be interviewed will be contacted

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

Internal Applicants, please advise Department Heads of your intentions prior to submitting your application.

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