



## Employment Opportunity - Ontario Division

<b>Job Title:</b>	CPS Case Manager	<b>Competition #:</b>	
<b>Department:</b>	Adult Day Program	<b>Status/Position Type:</b>	Fulltime- contract
<b>Compensation:</b>	\$22.43	<b>Unionized:</b>	No
<b>Ministry Unit:</b>	Lawson Ministries Hamilton	<b>Date posted:</b>	February 23 2023
<b>Address:</b>	West Hamilton	<b>Posting Expires:</b>	March 9 2023

### APPLICATIONS ACCEPTED BY:

**Email:** [resumes@lawsonministries.org](mailto:resumes@lawsonministries.org)

**Attention:** Hiring Manger

**Mailing Address:** Lawson Ministries 533 Main St E, Hamilton, ON L8M 1H9

**Fax:** 905.527.1377

**Please, no phone calls.**

### MISSION, VISION AND VALUES:

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

#### Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

#### Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

#### Core Values:

**Hope:** We give hope through the power of the gospel of Jesus Christ.

**Service:** We reach out to support others without discrimination.

**Dignity:** We respect and value each other, recognizing everyone's worth.

**Stewardship:** We responsibly manage the resources entrusted to us.

### TERMS AND CONDITIONS:

#### POSITION PURPOSE SUMMARY:

There is one fulltime contract position offering 40 scheduled hours. Schedule will vary according to requirements and responsibilities. Shifts include a ½ hour paid meal break where applicable. Supervisor will set the hours of work and work schedule. Shifts can include days, evenings, and weekends.

*Permanent full-time employment with The Salvation Army (25+ hours weekly) will provide you with a competitive compensation and benefits package that includes vacation time, sick days, employer matching RRSP contributions, Medical, Dental and Vision Benefits, and Employee and Family Assistance Program [EFAP].*

The Community Participation Supports (CPS) Case Manager will plan and implement individual, goal-centered programs and offer support in workplace settings for adult with developmental disabilities participating within the CPS Lawson Ministries program and in the community. They will provide programming that is supportive and nurturing to individuals that require support within the residential program where required.

#### ACCOUNTABILITIES:

- To promote greater independence and strive towards the highest quality of living possible
- To promote an environment and programs that are both supportive, nurturing and fostering independence with everyday living gears toward persons goals
- To assist the persons supported in meeting their emotional and psychological needs. Being involved in the planning, implementation and evaluation of Person directed plans in conjunction with persons supported, team members, other staff and professionals, as well as the evaluation of such plans
- To ensure that the persons supported physical needs (food, clothing, shelter) are well met and the provision of personal needs care as required
- To promote inclusion within persons supported community
- To have working knowledge of the application and maintenance of person directed plans along with policy and procedures within the Salvation Army for each person in your specific program
- Responsible for organizing transportation of clients to and from specific destinations as required
- To train new staff and provide complete program orientation as well as work with program participants





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- To support the efforts made to meet persons supported spiritual needs by way of demonstrated interest and participation in programming activities where necessary
- Demonstrate an understanding of the psychological and social dynamics of working with persons who have a developmental diagnosis and behavioural needs
- Working co-operatively with the day program team, support networks and as needed residential counsellors in providing co-ordinated and consistent approaches to persons supported
- To endeavour to develop strong therapeutic relationships with persons supported and their families.
- Ensure the proper and accurate recording of all daily logs, shift reports, incident reports, etc. using the AIMS software
- Accompany all required professional appointments for persons supported that are scheduled, document as necessary
- Trained in medication dispensing. Responsible for the administration and accurate documentation of and ordering medications
- Ensure the general upkeep, cleanliness and maintenance of work space and main office
- Responsible to assist with any type of client emergencies that may arise during the shift. Other duties as assigned by the Supervising staff, Director of Operation or Executive Director
- Perform other duties as required

### **MANAGERIAL/TECHNICAL RESPONSIBILITY:**

- This position reports directly to the CPS Shift Supervisor

### **FINANCIAL AND MATERIALS MANAGEMENT:**

- Uses or maintains organizational assets in accordance with established guidelines
- Only processes financial transactions in line with direction given by direct Supervisor in line with budget parameters

### **WORKING CONDITIONS:**

- Working environment is in the community and office or as assigned all in generally agreeable conditions
- Working hours may include evening and weekend responsibilities if required by program

**The above responsibilities must be discharged in accordance with The Salvation Army's Mission Statement, in a professional manner, exemplifying Christian standards of conduct.**

### **EDUCATION, QUALIFICATIONS AND CERTIFICATIONS:**

- Completion of a formal post-secondary/college program of two academic years: Developmental Social Worker Diploma or equivalent in Human Services field.
- Experience and training in FASD
- Experience in accessing and networking with community resources
- Current First Aid & Cardiopulmonary Resuscitation with Defibrillation training and current Non-Violent Crisis Intervention Certification required
- Medication administration training and experience necessary
- Non Violent Physical Crisis Intervention Certification required
- Provide an original copy of Criminal Records Check (CRC) with vulnerable sector screening secured through either the national Canadian Police Information Centre (CPIC) or through a local police detachment; Note: A satisfactory criminal background check is required.
- Must have valid Ontario Class "G" or G2 Driver's license (accessible to a vehicle may be required)
- WHIMIS (2015 Workers) certification
- Additional trainings required by the Salvation Army
- Alternative combinations of education and experience may be considered

### **EXPERIENCE AND KNOWLEDGE:**

- A minimum of two (2) years of experience working with adults with developmental disabilities and vulnerable populations
- Alternative combinations of education and experience may be considered

### **SKILLS AND CAPABILITIES:**



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- Ability to undergo applicable screening and background checks successfully that are satisfactory to The Salvation Army, in its sole discretion (i.e., The Salvation Army Abuse Registry) and provide an original copy of a Background Check with vulnerable sector screening
- Ability and willingness to develop an understanding and support for the mission and purpose of The Salvation Army in Canada and its implications as related to position responsibilities
- Lifts and transfers are an asset
- Ability to lift up to 20 lbs
- Strong oral and written communication skills
- Self-motivated and disciplined
- Positive and enthusiastic; goal oriented
- Personal Care Support experience an asset
- Experience with Microsoft Office
- Ability to work independently and as part of a team to provide a supportive and nurturing environment.

*In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for **all new employees within the Province of Ontario, Social Services sector**. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.*

**The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.**

We thank all applicants, however, only those candidates to be interviewed will be contacted.  
*You must advise your managing supervisor of your intentions prior to submitting your application.*

