



CAREER OPPORTUNITY

SERVICE DELIVERY | SUPPORT COORDINATOR

VISION

People with diverse abilities will have a voice, a choice and a place to belong for their entire lives.

MISSION

Winnifred Stewart walks alongside adults with intellectual disabilities, amplifying their right to belong and fostering community inclusion.

WHY US?

Join our team to develop your career while making a difference in the lives of others. There are plenty of jobs out there, but we offer more than just a job.

POSITION SUMMARY

The Relief Support Coordinator is a direct support disability services role that supports individuals with diverse abilities to have a voice, a choice and a place to belong via the development of skills and relationships that help persons with disabilities work towards and meet their goals. This position will support individuals in their home and in community environments.

RESPONSIBILITIES

- Assist with personal care and hygiene
- Plan, organize and participate in meaningful outings and activities
- Utilize all required equipment (such as lifts and wheelchairs)
- Follow all care plans, restrictive and positive procedures in place
- Administer medications as directed
- Complete light maintenance and cleaning as necessary
- Create clear, concise documentation
- Participate in meal planning, grocery shopping, food-related protocols

QUALIFICATIONS

- Valid Adult First Aid with CPR is preferred.
- Police Information Clearance with the Vulnerable Sector Check completed within the last 3 months.
- Preferably completed or working towards a post-secondary education in a relevant discipline
- Time management and prioritizing skills
- Ability to work well in a team environment.
- Basic computer skills
- Exceptional written and verbal communication skills
- Ability to work various shift schedules in a physically demanding environment.
- Class 5 License and 2-million-dollar liability insurance are preferred.

Currently looking for candidates with availability within regular business hours (Monday-Friday 8 am- 4:00 pm)



EMAIL



780 453 6707



WEBSITE



FACEBOOK



INSTAGRAM