



Our Mission To provide quality services which enhance the lives of people with disabilities.

### **Career Opportunity**

Disability Service Worker II (DSWII) – Living Program

Internal & External Posting

Reference: #DSWII-17

### **General Description:**

This position is a senior front-line position (commonly known as a Team Leader), providing direct support to individuals with disabilities as well as role modeling appropriate performance and professionalism to all employees.

### **Job Duties:**

- DSWII employees are responsible for all items outlined in the Disability Service Worker I (DSWI) job description
- Oversee the direct daily operation of individual programming of a Living Program location
- Provide initial and ongoing employee orientations and training
- Participate with the individual and the individual's support network, as appropriate, to facilitate and support the development and documentation of individualized, person-centered plans to provide a framework for ongoing support and assistance
- Facilitate the implementation of support plans
- Advocate for individuals accessing supports
- Ensure house paperwork is completed and reviewed prior to submitting to Individual Care Supervisor at the end of each month
- Coordinate and facilitate duties of their team/household and assist Disability Service Worker I (DSWI) employees with the daily operations and program related issues:
  - o Act as the primary and/or initial contact for DSWI's
  - o Act as a liaison between DSWI's and Quest management
  - o Manage household/personal monies of individuals. Ensure finances are accounted for and other employees are documenting expenditures and balancing expense forms
  - o Assist with organizing and scheduling mandatory team/household meetings. Assist Supervisor with leading the meeting and documenting meeting minutes

### **Essential Skills and Abilities:**

1. Flexibility to work in a variety of settings and situations within the company
2. Ability to work well as a team member
3. Well-developed writing/reporting and organizational skills
4. Excellent interpersonal and conflict resolution abilities
5. Open to furthering knowledge through education and training opportunities
6. Solutions-based approach to challenges

### **Experience, Education, and Requirements:**

1. Post-Secondary Diploma, or equivalent formal/relevant education and/or experience in the Human Services field is considered an asset.
2. At least 1-years' experience in disability services



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**Days:**

Monday - Friday

**Hours:**

15:00 – 23:00

**Wage:**

Rate Grid: DSWII-B (*starting wage \$23.00 per hour*)

Applicants must submit a letter of intent and resume quoting the reference #DSWII-17 to Kendal Tremblay in person at 860 Heritage Boulevard West, Lethbridge, Alberta, or by email at [hr@questsupport.com](mailto:hr@questsupport.com). Only those applicants successful for an interview will be contacted.

**Closing Date: September 20, 2023 @ 4:30pm**