**POSTING #:** 2020-11

**EMPLOYEE GROUP:**  CUPE, Contract, Part-time (0.5 FTE)

**# OF POSITIONS:** 1 position

**WORK TERM:**  To March 31, 2021

**DEPARTMENT:** Adult Protective Services

**REPORTS TO:**  Supervisor, Adult Protective Services

**LOCATION:**  Owen Sound

**SALARY:**  $24.96 - $31.86 per hour

**HOURS PER WEEK:** Up to 17.5 hours per week

**DATE POSTED:** August 10, 2020

**CLOSING DATE:** August 20, 2020

**POSTING TYPE:** Internal & External

Please submit your application quoting posting number above to Human Resources at [hr@bgcfs.ca](mailto:hr@bgcfs.ca) on or before 4:30pm on August 20, 2020.

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| **PURPOSE STATEMENT** |
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| **Basic Function:**  The Adult Protective Services Worker (APSW) provides case management and support to developmentally disabled adults, who are referred through Developmental Services Ontario (DSO), so that they may live as independently, safely and securely as possible within a community setting.  This service is provided on a voluntary basis, to individuals aged 18 and over, whose primary presenting problem relates to their developmental handicap. The primary focus of service is on clients who live on their own in a community, without significant social supports, or are entering into such a setting. The program serves all of Bruce and Grey Counties.  Case Management Responsibilities:  Case Management is a collaborative process to assess, plan, implement, coordinate, monitor and evaluate the options and services required to meet the individual's services appropriate to their needs. |
| **MAIN DUTIES & RESPONSIBILITIES** |
| ***Developmental Services Responsibilities*** |
| * To advocate on behalf of adults who feel that their needs are not being met * Assisting with completing the appropriate applications for services in the community such as financial assistance, medical and dental care, accommodation, vocational programs, legal and other services that may be required * To provide follow-up support to clients where application/admission to other services has occurred, to ensure that needs are being met by other agencies and professionals * To provide counseling and support in problem solving * To interact cooperatively with other service providers and agencies in a case management/advocacy role * Implement and maintain an Individual Support Plan (ISP) with and for the individual, as well as monitor and revise the ISP as needed * Facilitate community access and inclusion (such as locating or developing opportunities, providing information about resources, etc.) * Engaging in activities aimed at building capacity in the broader community. * Support the individual to contact their local DSO organization as necessary, for example, if the individual plans to move away from the APSW agency's service area, or their needs change and they request other Ministry funded adult developmental services and supports |
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| ***Administrative Responsibilities*** |
| * To participate in all team activities and staff meetings * To participate in supervisory process * To maintain client records according to acceptable standards including: referrals, acknowledgement of referrals, opening summaries, case notes, Individual Support Plans, annual reviews, termination reports and assessments * To participate in any training/orientation as discussed in conjunction with Supervisor * To submits statistics, expense forms and attendance records as required * To participate in periodic performance review and planning * To perform on-call duties during regular hours, as set out in monthly schedule * To interact with answering service personnel as required |
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| ***Relationships*** |
| * Direct interaction with all Society staff * Direct contact with other professionals and agencies and the community * Direct interaction with the answering service * Direct interaction with the public * Direct interaction with clients of the Program |

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| **KNOWLEDGE, EDUCATION, EXPERIENCE, SKILLS & ATTRIBUTES** |
| ***Qualifications*** |
| * Professional and effective manner * Good computer literacy * Good organizational, interpersonal and communications skills * Ability to work well independently, with limited supervision * Ability to work well under time pressure * Proven knowledge of the Developmental Services Act * Proven crisis intervention skills * Relevant experience in Developmental Services * B.A. or D.S.W. Diploma |
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| **EFFORTS & WORKING CONDITIONS** |
| * Work is performed in an office environment with regular meetings with Adults, families and other professionals or * At the service users home or in the community * Intermediate periods of sitting and computer/phone use * The incumbent has the freedom to move about or change position at will * Multi-tasks within a fast-paced, high-volume and demanding environment * Absorbs and interprets information from multiple parties on a regular basis * Required to listen to and reconcile multiple points of view being discussed/presented * Frequent interruptions * Occasional travel within the BGCFS region * Occasional travel to the three BGCFS office sites * May be exposed to potentially hazardous environments including driving conditions, volatile situations and visits to client’s homes |

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| **DISCLAIMER** |
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| *The preceding position description has been designed to indicate the general nature, level and scope of the work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.* |

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| **BGCFS COMMITMENTS** |
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| *We are committed to having a workforce that is reflective of the diversity of the community and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.* |
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| *We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at* [*hr@bgcfs.ca*](mailto:hr@bgcfs.ca) *. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.* |