



COMMUNITY LIVING

Upper Ottawa Valley



Inspiring Possibilities

2025

Hiring Information Package



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About Us



An Organization Created by the Community

Community Living was formed in 1958 by groups of dedicated parents who saw the need to come together and provide community support services to their children and future generations.

As members of committees, volunteer groups, and the Board, parents and family members continue to serve as the backbone and strength of our movement. Our success has been based on the hopes, dreams and necessities of people who live with intellectual disabilities.

Connected by Local Borders

Community Living is connected regionally, provincially, nationally and internationally. The movement and the organization are influential in many communities including:

- Madawaska Valley Association of Community Living
- Community Living Renfrew County South
- Community Living Ontario
- Inclusion Canada

Goal

"That all persons live in a state of dignity, share in all elements of living in the community and have the opportunity to participate effectively."

Mission

To foster the development of welcoming communities through:

- P** roviding supports and services based on each person's uniqueness and self-determination so they may enjoy safe, secure and rewarding lives
- E** nriching community life by developing community capacity and partnerships
- O** pportunities for stakeholders to learn and take leadership
- P** romoting and celebrating diversity through public education and promotion of inclusion and community living
- L** eadership in human rights and advocacy
- E** liminating physical, attitudinal and societal barriers to full citizenship



Available Positions



Community Living Worker

The Community Living Worker (CLW) in collaboration with other team members at their assigned location(s) to support people in the community with disabilities. This support entails, for example, facilitating relations, managing finances, developing skills, attending appointments, assisting with personal care, working towards individualized goals, and establishing social roles that will promote the participation of people supported in a typical and valued life of the community. Employees are required to work at any location within the organization and flexibility with regards to scheduling is expected.

Assistant CLW

The Assistant CLW provides flexible and innovative supports to people with intellectual disabilities in the community in a way that is helpful, respectful and courteous. The supports provided include but are not limited to assisting with personal care (hygiene, finances, meal preparation, appointments), maintaining cleanliness and organization of the home, conducting routine inspections/examinations of property equipment and premises, and facilitating the pursuit of personal goals. Employees are required to work at any location within the organization and flexibility with regards to scheduling is expected.

Sleep/Rest CLW

The Sleep/Rest CLW holds a critical front-line role within CLUOV, providing flexible and innovative supports to people with intellectual disabilities in the community throughout the night. They will provide supports such as personal care, maintenance of the home's cleanliness and organization, routine inspections/examinations of property equipment and premises, and facilitation of the pursuit of , individualized goals. These employees will have the opportunity to sleep/rest during the shift, but are expected to respond to needs or issues throughout the night as required.



Hours

Casual

- We work around your schedule!
- Evening, overnight and weekend shifts
- On-call and short-notice shifts
- Work a few shifts/month or as often as you are able

Permanent Part-Time

- Commit to a rotating schedule
- 7.5, 9, 10 and 12 hour shifts
- 15-24 hours weekly with the opportunity to pick-up casual shifts (see above)

Permanent Full-Time

- Commit to a rotating schedule
- 7.5, 9, 10 and 12 hour shifts
- 31-42 hours weekly with the opportunity to pick-up casual shifts (see above)

Wages

Casual (Night)

- \$19.01 - \$23.47 per hour (varies depending on the type of shift worked)

Permanent Part-Time

- \$27.23 - \$28.38 per hour (before and after probationary rates)

Permanent Full-Time

- \$27.23 - \$28.38 per hour (before and after probationary rates)

Requirements



- High School Diploma
- 2-year post-secondary education in the field of human/social service field OR a combination of relevant education and/or experience
- Valid Driver's License (Class G2 or G), access to a reliable vehicle and proof of vehicle insurance (\$2 million coverage)
- Current certification in First Aid/CPR or willing to obtain
- Recent, clear Criminal Record and Vulnerable Sector Screening Check or willing to obtain
- Proven excellence working both independently and in a team
- Ability to remain calm in stressful situations
- Physical capacity to conduct tasks including but not limited to supporting lifts and transfers, conducting general household maintenance (indoor and outdoor), standing or walking for long periods of time, and bending, sitting, reaching, squatting and driving

Assets

- Experience supporting individuals with intellectual disabilities
- Experience supporting individuals in other ways (i.e. ageing parents, family with history of disabilities and/or mental or physical illness)
- Experience working with dual diagnosis and challenging behaviours
- Bilingualism

Community Living Workers



ESSENTIAL SKILLS

COMMUNICATION SKILLS

- superior oral and written communication skills
- teamwork and networking skills,
- speaks effectively to people supported, management, and other employees
- comfortable implementing alternative verbal and non-verbal communication systems and techniques to best accommodate people
- handles confidential and sensitive issues discreetly and professionally
- communicates effectively and in a supportive manner to create a cohesive approach with others in leadership and all staff
- passion for teaching, mentoring and advocating
- minimizes miscommunication by qualifying text or emails and responding in a timely manner
- proofreads for spelling and grammatical errors in all forms of correspondence
- french language skills would be an asset

TIME MANAGEMENT

- is self-directed, maintaining superior organizational and time management skills to manage overlapping priorities and multiple areas of responsibility

REASONING ABILITY

- applies common sense and understanding to carry out verbal or written instructions
- takes key information from employees, stakeholders, and people supported and assists members of the CLUOV team to resolve day-to-day problems that may arise

COMPETENCY SKILLS

- takes initiative, develops creative problem-solving solutions, forms interpersonal relationships, and utilizes collaboration and resource management skills to provide strategic thinking and flexibility in organization initiatives
- seeks opportunities for further self-development and training related to competency-based skills

KNOWLEDGE AND QUALITIES

- knowledge of diverse needs, verbal and non-verbal communication systems, and personal support plans
- excellent understanding and execution of outlined behavioural approaches and best practices in line with the organization's standards
- evidence of patience, empathy, understanding, creative problem solving, interpersonal skills, and a positive approach to supporting people with disabilities, eager to promote equity, inclusion and self-expression



REPORT WRITING & DATA COMPILATION

- reads and interprets documents, and procedure manuals
- uses analytical skills to collect, organize, analyze, and disseminate significant amounts of information with an attention to detail
- modifies and extracts reports, notes and other documentation using the AIMS database, or other platforms, compiling, validating and analyzing data from different sources

REASONING ABILITY

- applies common sense and understanding to carry out verbal or written instructions
- takes key information from employees, stakeholders, and people supported and assists members of the CLUOV team to resolve day-to-day problems that may arise



Job Description

Community Living Worker

PERSONAL OUTCOME MEASURES

- Maintains an in-depth knowledge of each person supported and their required support/needs.
- Becomes familiar with how each person supported defines outcomes for themselves, understanding their preferences and priorities in order to tailor supports accordingly.
- Participates in planning meetings, contributing to the Individual Support Plan for people supported.
- Assists people supported to achieve identified goals as outlined in plans or otherwise established.
- Provides information that enables people supported to make informed decisions and choices.
- Identifies opportunities to improve supports and services.



HEALTH, WELLNESS, AND MEDICATION

- Facilitates and/or accompanies people supported to medical, dental, and other professional appointments as required, communicating any follow-up appointments with the appropriate co-workers when applicable.
- Provides public health information and assists each person supported in understanding their own health, medications, and medical conditions, reviewing information as necessary.
- Dispenses, records, and signs for the administration of medication to people supported as per the orders of a health professional, maintaining an understanding of the intended use, side effects and efficacy to help the person supported work towards the best possible health outcome.
- Supports people in the monitoring of their health, recognition of health changes, and communication of this information to health care professionals in a clinical and timely fashion, recognizing the need for emergency medical assessment/interventions.

PERSONAL CARE

- Provides personal care such as lifting, transferring, toileting, incontinent care/changing, bathing, grooming, dressing, and other personal hygiene practices in a safe, respectful and personalized fashion.
- Carries out household management duties required, such as laundry, dishes, cleaning, and tidying, to maintain a clean and safe environment both inside and outside the home.
- Facilitate or complete meal planning, preparation, feeding, and associated clean up as required, with strict adherence to safe food handling techniques.
- Assists, when necessary, with the creation of and adherence to budgets, management of personal finances, and achievement of financial goals.
- Provides transportation to people supported as required.





WELLBEING OF PEOPLE SUPPORTED

- Maintains and promotes a safe, enhancing environment for people supported, prioritizing their emotional and physical wellbeing, and contributing to their home and community enjoyment
- Understands and promotes the rights and responsibilities of people who receive support.
- Assists people to develop adaptive skills using positive, personalized approaches.
- Demonstrates an understanding of, and adherence to behavioral approaches and best practices outlined by the organization.
- Is knowledgeable of standards set by the organization in terms of POM, and ensures these are maintained or improved.
- Encourages self-expression, autonomy, and personal development among all people supported.
- Possesses a duty to disclose signs, symptoms and suspicions of abuse and neglect of individuals supported.
- Identifies and addresses any restrictive measures or practices and presents any information necessary for review of restrictions.

SOCIAL INTEGRATION AND COMMUNITY INVOLVEMENT

- Assists people supported to establish non-paid, natural relationships resulting in increased social capital (ex: friends, family or volunteers).
- Supports the development and maintenance of social networks for people receiving services, promoting the involvement of friends, family, and other community members in their lives.
- Pursues resources available in the community and liaises with groups, employers, and members to promote participation of people supported in professional, recreational, and social activities.
- Facilitates the formation of relationships, development of skills, and involvement in activities.
- Offers community-based choices when facilitating activities for individuals supported.
- Assists in the creation and pursuit of diverse, meaningful, and personalized goals.



OTHER RESPONSIBILITIES

- Remains knowledgeable of all personal needs, protocols, preferred and best practices, verbal and non-verbal communication techniques, and Individual Support Plans, implementing and adhering to all plans and protocols effectively and appropriately.
- Remains current and informed regarding organizational information, including emergency procedures.
- Demonstrates an effective use of technology.
- Demonstrates sound understanding and application of concepts related to NCI/CPI, participating in refresher training as required.
- Completes essential job duties in a thorough and detailed manner.

Additional responsibilities may be required of the CLW as operational needs change. Such additional needs will be discussed between employee and employer. Responsibilities outside the existing scope of the role will be negotiated.

Job Description

Assistant Community Living Worker

Assist the Community Living Worker with all of the responsibilities outlined on pages 8 and 9 as required, in addition to completing the following household duties:

A) Cleaning

- Assists in the development of, and adherence to a routine cleaning schedule.
- Performs various cleaning duties including cleaning bathrooms, floors, counters, and other surfaces; properly disposing of sanitary, personal hygiene, and incontinence products and general garbage; and dusting, vacuuming, and sanitizing in accordance with the cleaning schedule or as assigned by the CLW or supervisor.
- Assists people supported with personal laundry, changing linens, and the management of seasonal decorations as required.
- Ensures all entrances and walkways are free of obstructions, and assists with general property upkeep.
- Cleans equipment such as urinals, wheelchairs, and walkers for example, required for the care of people supported.
- Maintains the appearance and sanitation of all areas in the home in accordance to regulatory Health and Safety standards.

B) Maintenance

- Remains knowledgeable about the safe use, storage, and maintenance of household cleaning equipment and products, handling hazardous materials in accordance with WHMIS regulations.
- Monitors rooms, halls, and general household equipment, recording, reporting and addressing safety hazards, equipment/furniture damage, or maintenance needs.
- Conducts routine checks of home systems (ex: heating, cooling, monitoring, alarm, and emergency lighting systems) while on shift.

C) Dietary Needs and Inventory

- Purchases and orders groceries in accordance with the dietary needs, budget, and preferences of the person supported.
- Assists in the development and maintenance of personal inventories for people supported.
- Maintains accurate records of expenditures, budgets and receipts.
- Conducts regular inventory of stock to ensure adequate food and supplies for the person supported.
- Prepares and serves food in accordance with individual dietary plans, the Canada Food Guide, and any other formal menus that are put in place.
- Stores food safely, monitoring expiry dates.



We're Better Together!



Send your resume to Marcie Campbell (mcampbell@cluov.ca) or stop by our office to chat with our hiring team about how you can become more integrated into our beautiful community while helping people with disabilities do the same!



Address

894 Pembroke St. West



Telephone

(613) 735 - 0659 ext. 109



Website

www.communitylivingupperottawavalley.ca/careers/

Community Living Upper Ottawa Valley is an equal opportunity employer. We are committed to an inclusive, barrier-free recruitment process and work environments. We endeavour to provide accommodations wherever possible during the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).





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