

Community Support Worker

Connect Senior Supports, Supported Employment and Supported Independent Living

About Us:

For more than 50 years, Accredited Supports to the Community (ASC), a not-for-profit charitable society, has been providing services across south central Alberta. We serve over 1500 people a year including children, youth, and adults diagnosed with disabilities; families, and seniors in Olds, Airdrie, Strathmore, and surrounding areas.

We believe in honour, dignity and respect!

Job Description:

This full-time position supports multiple ASC programs:

Connect Seniors:

As a Community Support Worker in Connect Seniors Supports, you are focused on enabling seniors to live at home as long as possible by supporting their daily tasks and inspiring them to do what they love, at home and in the community!

Key Responsibilities:

- Provide services to Seniors in their homes which can include companionship, light housekeeping and meal prep;
- Drive and accompany to appointments, errands, shopping and outings, meal preparation, light housekeeping, and/or providing companionship;
- Provide emotional support to facilitate healthy coping habits and social engagement;
- Encourage mobility, including the use of aides;
- Ensure safety and comfort, which includes promoting the independence and mental well-being in a respectful and compassionate manner;
- Complete records and documentation accurately and thoroughly.

Supported Employment:

As a Job Coach in Supported Employment, you will play a key role in supporting individuals with disabilities to thrive through meaningful employment. This position focuses on building strengths, fostering independence, and providing tailored, person-centred guidance both on and off the worksite. You will collaborate closely with clients, employers, and the ASC Employment Team to create inclusive workplace environments, teach job skills, and remove barriers to success.

Key Responsibilities:

- Provide assistance and guidance to clients who require support with their everyday work activities and accommodations;
- Devise, plan, and implement job coaching strategies;
- Discover clients' motivation and assist to develop skills and independence;

- Facilitate job searching, resume/cover letter writing, interview practice and support;
- Marketing Supportive Employment to employers, building employer engagement and relations;
- Oversee and document clients' progress;
- Support clients with communication, time management, work ethic, etc, and building appropriate relationships at work.

Supportive Independent Living

Supportive Independent Living is an outreach-based program in which employees provide in-home assistance to clients with disabilities, supporting them to maintain safety, stability, and independence within their residences. Staff attend client homes to assist with activities of daily living, including meal preparation, household tasks, and community access, in accordance with individualized service plans.

Key Responsibilities:

- Deliver in-home support to individuals with disabilities, including social interaction, basic household tasks, and meal preparation;
- Transport and accompany clients to medical visits, errands, shopping, and community activities, while offering support and companionship;
- Offer emotional encouragement to promote healthy coping skills and positive social involvement;
- Maintain client safety and comfort by fostering independence and supporting mental well-being with respect and compassion.

Education and Requirements:

- Grade 12, GED, or proven experience;
- A minimum 1 year working with seniors or in human services is considered an asset;
- Standard First Aid/CPR Certification or willing to obtain in first 3 months of employment;
- A reliable vehicle, class 5 driver's license is a requirement to transport clients within the community and to appointments;
- Proof of vehicle insurance showing \$2 million liability coverage;
- Vulnerable Sector Criminal Records Check issued by the RCMP or City Police;
- Strong oral and written communication skills to learn proficient and respectful documentation and computer literacy;
- Ability to maintain confidentiality and professional boundaries;
- Positive and respectful relationship building skills.

Why Choose ASC?

- Entry level starts at \$19.26/hr with immediate on the job training;
- 2-year Diploma and/or 3 years' experience start at \$20.33/hr.;
- Employer paid Employee Family Assistance Program;
- Extended health benefits for eligible employees;

- Opportunities to grow and advance in a rewarding career; abundant internal training and team supports.

Please apply directly to hr@accreditedsupports.org. We thank you for your application!