



North Hastings Community Integration Association (NHCIA)  
*Building Partnerships for Community Living*

Internal/External Job Posting

**Part-Time Contract  
Independent Living Facilitator**

Contract until March 24, 2023 Up to 60 hours in a 2-week pay period

**Position summary** – This position provides support to adult individuals with a developmental disability to achieve their personal goals.

**Key duties and responsibilities**

- Facilitate **unpaid relationships** and assist in people's development of **socially valued roles**
- Support people to recognize their **rights** as a citizen, promoting their dignity and well-being
- Participate in **person-directed planning**
- Perform **administrative tasks** including recording documentation and collecting data
- Dispense **medications** and record **documentation** in accordance with policy
- Implement **safe practices** at all times and **report health and safety concerns**
- Attend, lead, and actively participate in **meetings** while promoting open communication at all levels
- Initiate continual updating of professional skills and attend **training** as required

**Competencies**

- Commitment to the **mission, vision, and values** of NHCIA within the workplace and in the community
- Demonstration of a **rights based culture and person-centered practices**
- Ability to record **documentation** and collect and compile data
- Ability to **facilitate** teams and groups and **network** within the community
- Proficiency to **liaise** with individual people and groups outside of NHCIA as a representative of the agency
- Ability to **think critically** and engage in **proactive problem solving**
- Knowledge of **CPI nonviolent crisis intervention** and ability to utilize these practices
- Skill using **computers, technology, and Microsoft Office software** including Outlook, Word, and Excel

**Qualifications**

- Successful completion of the **D.S. W. - S. S. W. diploma or education, training, and experience** that is a good match to the organization. NHCIA seeks diversity in staffing that focuses on Inclusion
- Two years of **experience** working with people with an developmental disability preferred
- Current **First Aid and CPR**
- Successful completion of a **pharmacology course** at the college level. This may be completed during the first 6 months
- A valid **Full G class driver's license**, clean driving record, reliable vehicle, 6a endorsement, and \$1,000,000 liability coverage
- Clean **criminal record check** including **vulnerable sector screening**
- Ability and willingness to work **flexible hours** including evenings and weekends

For a **full job description**, please email us or visit our office

Please submit your detailed **cover letter, resume, and one page profile** by 9:00 a.m. **June 3, 2022** to:

The Hiring Committee at North Hastings Community Integration Association - 2 Alice Street, Box 1508 Bancroft, ON K0L 1C0  
[communityliving@nhcia.ca](mailto:communityliving@nhcia.ca)

Only those applicants chosen for an interview will be contacted

*NHCIA is an equal opportunity employer. NHCIA welcomes demographic diversity as well as experiential diversity in all candidates. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*