



**Sooke Family Resource Society  
Job Posting 03-25 – Community Support Worker**

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We are currently seeking a **Community Support Worker** to join our team. All employees of Sooke Family Resource Society are dedicated to serving the community and committed to supporting the society's mission statement.

**Mission statement:** We provide people of all ages and abilities on southern Vancouver Island, with services and resources that encourage them to enhance skills, address challenges and create a path forward.

Job Title: Community Support Worker (CSW)

Date Posted: March 18, 2025

Closing Date: March 25, 2025

Number of Vacancies: 1

Reports To: Program Manager Adult Outreach Services

Wage/Salary: \$25.95 – \$29.76 (JJEP Wage Grid 10)

Location: Sooke, BC

Shift Schedule: Standard working hours Monday – Friday

Hours per Week: 20-30 hours per week – Part-time  
35-40 hours per week – Full-time

Union: This posting requires union membership

Notes: The CSW is responsible for assisting program participants with improving their quality of life. This is done by promoting greater independence at home and in the community, through opportunities for skill development, inclusion, and outreach. No medication administration or personal care skills are required.

The CSW works throughout the Greater Victoria area and applicants are encouraged to have use of a reliable vehicle to use for commuting to program participants' homes and for taking program participants out into the community.

To apply, please submit resume and cover letter to [careers@sfrs.ca](mailto:careers@sfrs.ca)

**Job Summary:**

The role of the Community Support Worker is to provide person-centered support services to adults who have been diagnosed with Developmental Disability and who face challenges with adaptive functioning. The Support Workers assist in areas of outreach, skill development, community inclusion or employment support. Support staff may be asked to work directly with individuals one-to-one or in an activity group setting.

## Key Duties and Responsibilities:

1. Maintain client caseloads based on referrals from the Program Manager.
2. Assist clients in recreational and social activities as outlined in their Personal Support Plan.
3. Provide clients with life skills as outlined in their Personal Support Plan.
4. Assist clients in achieving their educational / employment goals as outlined in their Personal Support Plan
5. Provide flexibility and willingness to accommodate day-to-day variations in support requirements.
6. Provide clients with emotional support.
7. Provide clients with a positive role model.
8. Document cases and maintain records to comply with agency guidelines.
9. Maintain an awareness of any issues (medical, behavioral, or other) experienced by clients and inform the Program Supervisor.
10. Provide transportation to all areas within the South Island Region, as required.
11. Provide services to all clients in a culturally appropriate manner.
12. Promote community inclusion.
13. Attend FASD and ASD/PDD training workshops, as necessary to maintain skills and knowledge.
14. Support, promote and attend SICC Adult Activity Club as required.
15. Support, promote and attend programs and agency-wide fundraising events.
16. Maintain statistical data on clients as required by program policies and procedures.
17. Maintain relevant program and agency standards in accordance with accreditation requirements.
18. Identify social, recreational, and educational services in the community that meets the needs of the clients.
19. Identify key issues for the Program Supervisor, including gaps in services and support for clients; develop new approaches to addressing client requests.
20. Report critical incidents immediately to the Program Supervisor.
21. Submit monthly client status reports to the Program Supervisor in a timely manner.
22. Attend weekly supervision meetings with the Program Supervisor.
23. Attend case review meetings, as required.
24. Attend team meetings, as required.
25. Attend SFRS staff meetings and planning days, as required.
26. Perform other related duties as assigned by the Program Supervisor.

## Qualifications:

### *Education & Knowledge:*

- Diploma in related Human/Social Service Field

### *Training & Experience*

- As our ideal candidate you have applicable work experience, volunteer experience related to the role, or relevant lived experience.