



Full-time Employment Opportunity: Program Assistant – El'dad Ranch Residential Program

- **75 hours' biweekly**
- **8:00 am to 5:00 pm (Variable)**
- **Monday to Friday**

Initiatives for Just Communities (IJC) is a non-profit, charitable organization that operates four community justice programs: El'dad Ranch, Touchstone, Open Circle, and CoSA. These programs support people with intellectual disabilities, Fetal Alcohol Spectrum Disorder (FASD), and those who are currently, or have been previously, incarcerated. IJC is committed to restorative justice practices, which honour the community and foster a sense of belonging.

IJC supports many Indigenous and culturally diverse participants. As an organization, we acknowledge our need to strive toward a workforce that is a fairer representation of the communities we serve. We value diversity and aim to foster an inclusive work culture where everyone's contributions and personal development matter.

El'dad Ranch is a dynamic and innovative organization, with over 100 employees and growing. It is a place with opportunities to contribute and develop within the organization, make connections, and experience the feeling of satisfaction from accomplishing something worthwhile. El'dad Ranch is a place to work with purpose and make a positive difference in another person's life.

El'dad Ranch Residential Program provides 24-hours supports to adults living with intellectual disabilities.

Responsibilities:

- Assist the Program Manager and Coordinators.
- Updating schedules and timesheets with data entry for changes.
- Checking that the physical licensing requirements and year reviews are maintained such as documentation, First Aid Kits, medication, bedding, linens, kitchen and bathroom supplies.
- Ensuring there are adequate office supplies and equipment for employees.
- Assisting with meetings by; scheduling attendees, ensuring adequate space, and taking minutes.
- Assisting with new initiatives and crisis support as needed.
- Assisting Program Coordinators on training new staff on Policy and Program Rules, Clients Binders and other program related training as required.

Other Duties:

- Recording the program vehicle mileage.
- Preparing MasterCard and expense sheets monthly.
- Restocking prescribed medications and MAR sheets.
- Drop Med deliver for homes.
- Be available to help and cover shifts during crisis as needed.

Qualifications:

- Excellent communication skills, both interpersonal and written.
- Critical thinking and creative problem-solving skills.
- Strong planning and organizational skills.
- Intermediate computer skills.
- Ability to work collaborative and respectfully and provide direction to a diverse team.
- Ability to work collaboratively with individuals and systems representing a wide range of cultures, ideals, values, and belief systems.
- Ability to assess risk and set safe & appropriate boundaries.
- Ability to handle work related stress.
- Ability to exercise patience and flexibility.
- To complete a Criminal Record Check, Adult Abuse Registry Check, Vulnerable Sector Registry Check and a Driver's Abstract as required.
- Must hold a valid driver's license and have a good driving record.

Expectations:

- Must be able to ascribe to and support the mission and vision of the programs of IJC.
- Maintain program participant and program confidentiality at all times.
- Follow and articulate El'dad policy and procedure at all times.



- Recognize the interaction of one's own personal values, religion, and culture in the attempt to provide respectful, dignity-enhancing support for program participants.
- Build and maintain a professional therapeutic relationship with program participants.
- Build and maintain a professional supportive relationship with coworkers.
- Open to additional training and workshops.
- Be flexible with their time.

Assets:

- Education in related social services field or the equivalent in work experience.
- Understanding of the issues and challenges associated with intellectual disabilities and FASD.
- Strong desire to work with people who live with intellectual disabilities.
- Good understanding of Residential Care Licensing procedures and policies.
- First Aid/ CPR is a requirement and offered by IJC/El'dad Ranch upon hiring.

Terms:

- **Hourly wage between \$15.95 to \$18.76**
- There will be a three-month probationary period based on accumulated FTE

Benefits include:

- IJC group benefits package after the probation period
- Employee and Family Assistance Services
- Paid Sick Leave

Apply by emailing Cristiane De Lima at resumes@initiativesjc.org.