

COMMUNITY LIVING AJAX-PICKERING & WHITBY

JOB POSTINGS

POSTING NO: 25 - 63

DATE: November 17, 2025

POSITION: FULL-TIME – SUPPORTED EMPLOYMENT DIRECT SUPPORT PROFESSIONAL
Temporary up to a year

DEPARTMENT: SUPPORTED EMPLOYMENT PROGRAM

(Employment Solutions)

LOCATION: 177 DOWTY ROAD, AJAX ON

REPORT TO: MANAGER – KELLY POULIN

JOB SUMMARY:

- To locate and develop employment opportunities within the community and provide employment supports for individuals.
- Provide a safe work environment for people being supported, ensuring that individual's rights are maintained, explained, encouraged, and respected.
- Facilitate the development of skills in everyday life and support the promotion and maintenance of health and well-being of the individuals in service.
- Assist people being supported in obtaining services within the community.
- Provide training designed to meet the needs identified through the Individual Support Plan.
- Perform various administrative duties (i.e. health & safety, medication, progress reports) as required.
- Work in collaboration with WE Candle team
- Provide a safe environment for individuals by making sure that policies and procedures are adhered to and posted as required.
- Attend staff meetings and training events.
- Promote a positive image of CLAPW within the community.
- Perform other duties as assigned.

EDUCATION REQUIRED:

- DSW Diploma or equivalent degree.

GENERAL REQUIREMENTS:

- Commitment to equal citizenship and the inclusion of all citizens in our society.
- Commitment to the Vision, Mission, and Values of the Association.
- Ability to engage and support people based on a person-centred approach.
- Maturity and flexibility, good personal judgement in dealing with people.
- Ability to communicate verbally and in writing in a clear and concise manner.
- Ability to work effectively in a team environment and independently.
- Ability to work under pressure and proven experience dealing with emergency and crisis situations.
- Knowledge of developmental disabilities, dual diagnosis, behavioural interventions, medications and medical resources.
- Valid certificate and demonstrated proficiency in First-Aid, CPR, and SM.
- Knowledge of supported employment programs and government subsidized programs pertaining to employment.
- Be flexible and able to train individuals in a variety of jobs in the community.
- Be flexible to work evenings or weekend hours if necessary.
- Valid driver's license and access to a reliable vehicle to use for work purposes including transportation of individuals.
- Develop and publish engaging social media content across various platforms
- Utilize social media tools to create and schedule posts effectively.
- Demonstrate proficiency in computer usage for content creation.

PREVIOUS EXPERIENCE:

- Minimum 3 years' experience in social service organizations supporting the inclusion of people with intellectual disabilities in the community.
- Experience in supporting adults with developmental disabilities to work, and travel in the community.
- Experience working with families, advocates, other services, and community leaders.
- Experience and demonstrated ability in working with the business community would be an asset.

SALARY: As per Collective Agreement
BENEFIT: As per Collective Agreement
HOURS OF WORK: As per Collective Agreement
START DATE: A.S.A.P.
APPLY TO: Kelly Poulin, kelly.poulin@clapw.org Please submit resume and cover letter
DEADLINE November 24, 2025, at 4:30 p.m.

Community Living Ajax-Pickering welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. If selected for an interview and require any accommodations, please contact Samantha Kanhai, HR manager. 905 427-3300 ext. 239.