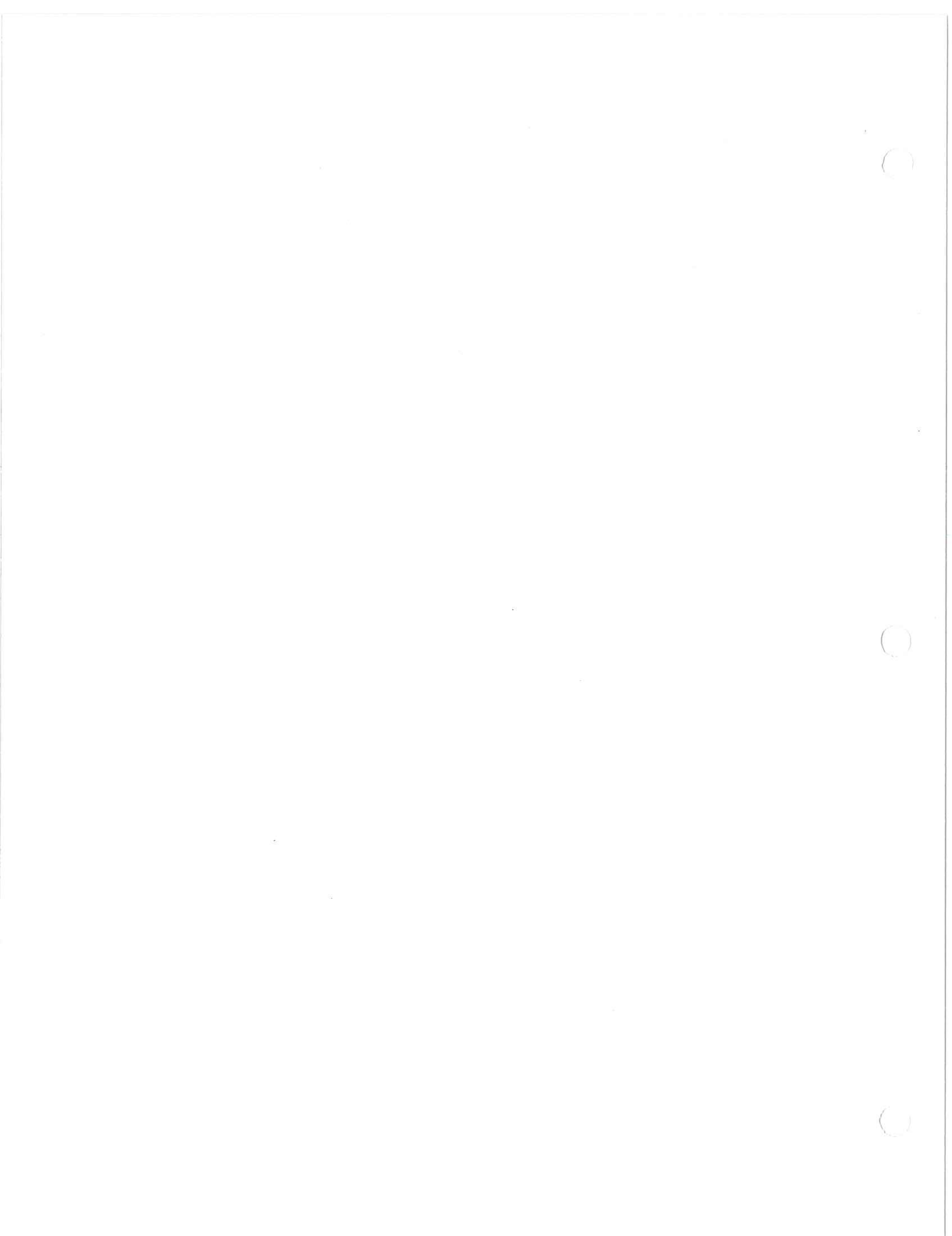


Section 3 Community Initiatives Service Delivery Index

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SERVICE DESCRIPTION

COMMUNITY INITIATIVES DAY PROGRAMMING

DESCRIPTION:

This service provides supported day programming for adults who are intellectually challenged. Services include structured individual and group activities. Participants and their support networks are assisted in implementing individualized plans to promote health, socialization and community involvement.

HISTORY:

This service began as a sheltered employment program called the Achievement Centre. It was a core program of Salt Spring Island Community Center when it became a Society in 1975. In 1989 the Achievement Centre changed its service objectives and the Community Initiatives Day Program began. Over time the focus has changed from vocational and educational activities to arts, recreation, fitness and community integration activities.

POPULATION SERVED:

This service is available for adults who are intellectually challenged. People served must be eligible for service through Community Living British Columbia (CLBC).

GOALS AND EXPECTED OUTCOMES:

1. Maintain independence by using daily living skills in community settings.
2. Person supported to achieve the goals set in individualized plan.
3. Maintain or increase socialization and community integration.
4. Maintain or increase physical mobility and fitness.
5. Maintain memory and cognitive skills.
6. Increase ability to communicate, both with and without support.

SERVICE DELIVERY PHILOSOPHY AND PRINCIPLES:

1. Services will support the integration of persons served into the day-to-day life of the community.

2. Service delivery will be person-centered including being flexible, individualized and involving the person served in setting the direction of service.
3. Individuals have the right to control their own lives and take responsibility for their actions.
4. Service delivery will be caring, respectful, safe and open.
5. People will be treated with dignity and respect.
6. Effective service includes empowerment, advocacy, and information.
7. Services will be provided in an environment that allows people as much freedom as possible while ensuring their safety and security.
8. Services will be provided in a discreet and confidential manner.

SERVICE DELIVERY ACTIVITIES:

1. **Person-Centered Planning.** Staff help individuals identify and highlight their unique talents, gifts, and capabilities in order to help them develop individual plans.
2. **Individual Activities.** Reading, artwork, beading, puzzles and outings with staff (personal choice).
3. **Group Activities.** Playing games, artwork projects, watching films, sing-a-long, performing arts, memory training, flash cards and off-island outings.
4. **Community Involvement/Integration.** Library, shopping, coffee in town, banking, theatre, etc.
5. **Physical Activities.** Bowling, exercise class, walks in the park or at track, yoga, swimming, horseback riding and dancing.
6. **Self-Help Skills.** Shopping, cooking, table setting, banking, facilitated communication, self-care activities, bathroom etiquette, practice reading/writing and other activities as outlined in person-centered plan.
7. **Support to Families/Caregivers.** Planning and supports regarding activities, training opportunities, person-centered planning activities, advocacy and support.

LOCATION:

The program is based at 134 McPhillips Ave. Community Initiatives space includes a wheelchair accessible activity area, commercial kitchen facilities, private office and washrooms.

Activities may also be planned in the community (cafes, library) and off island (shopping, swimming). Transportation is provided.

HOURS:

Monday to Friday, 9 am to 3 pm

STAFF RESOURCES:

The day program is staffed by a team of three workers made up of two workers and a team leader. Program staff report to the program Director.

ACCESS TO SERVICE:

The first step in accessing service is to get approval for funding from Community Living BC. If funding has been approved, the Program Director or Program Coordinator at SSICS can be contacted to plan the service delivery.

Interested people can learn about the organization and its services by contacting the Program Coordinator. Visits to Community Initiatives program are welcomed.

Contact: Community Initiatives (250) 537-9924. To inquire about funding eligibility from Community Living BC check out their web site for current numbers www.communitylivingbc.ca.

WAIT LIST:

There is an Intake List.

STANDARDS/REFERENCES/BEST PRACTICES:

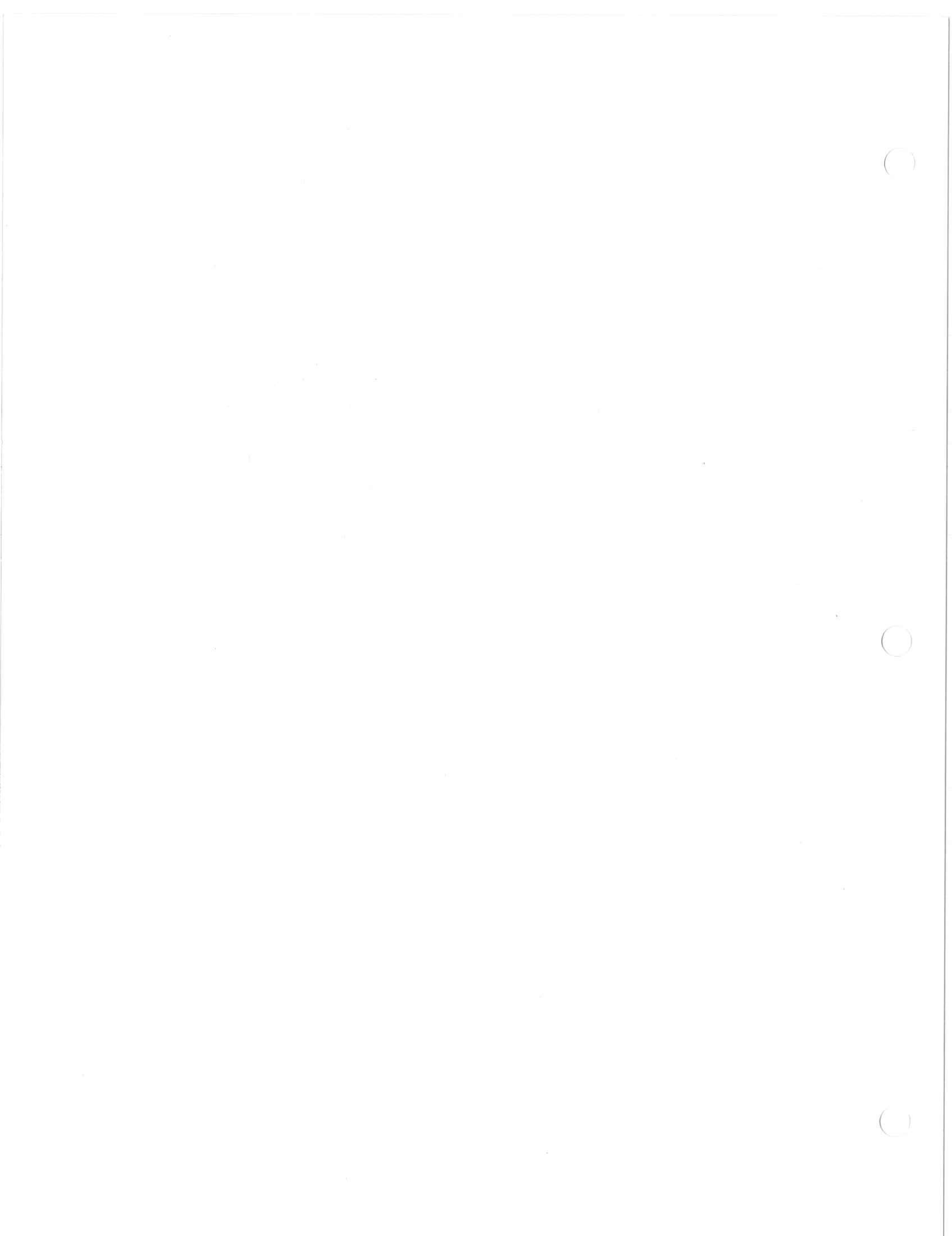
1. CARF accreditation standards
2. British Columbia Association for Community Living (BCACL)
3. CLBC best practices information on their web site

FUNDING/SPONSORSHIP:

The service receives core funding from Community Living BC. Local fundraising contributes to special projects and activities.

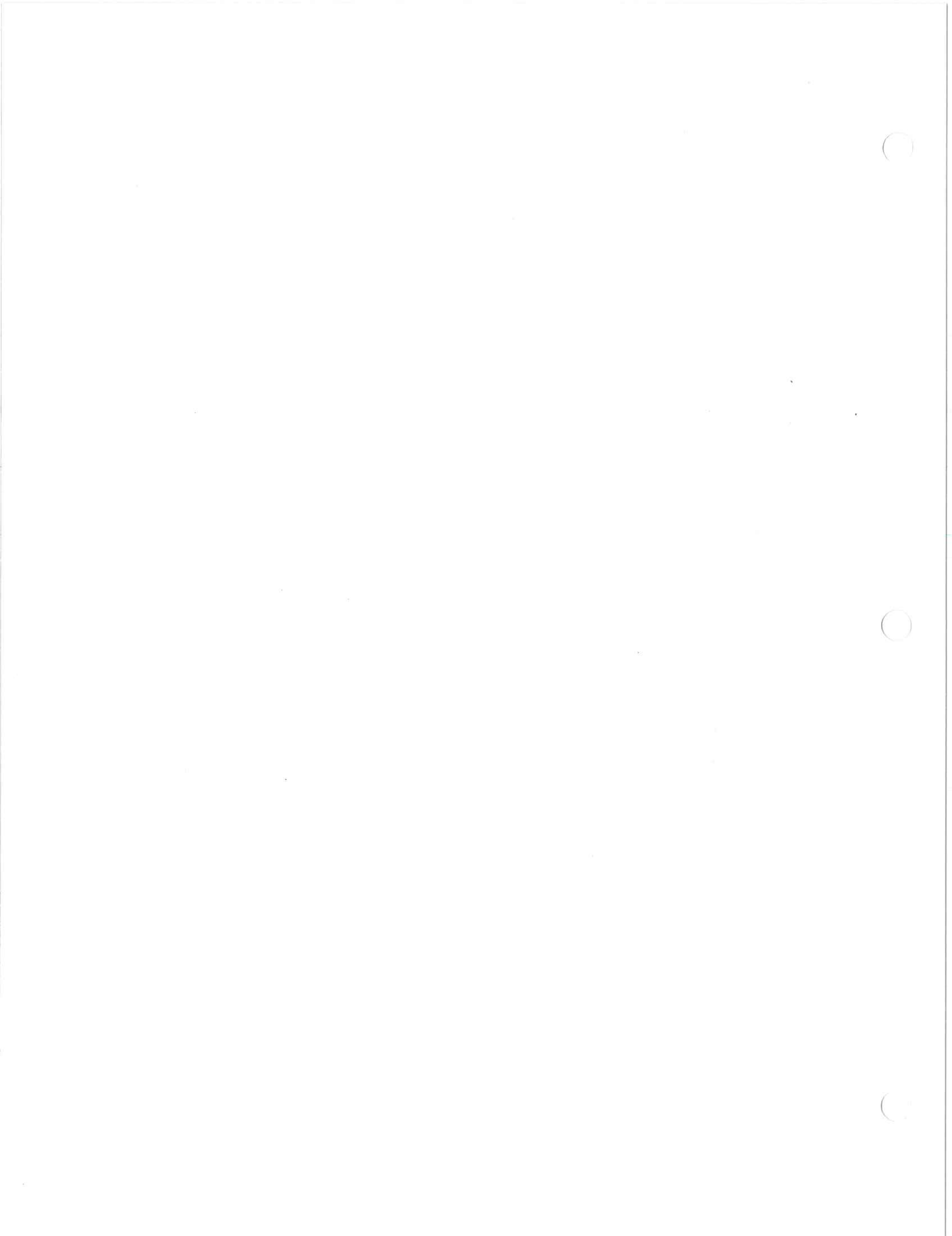
PARTNERSHIPS/KEY CONNECTIONS:

1. Community Living British Columbia
2. Choices Program – Salt Spring
3. GIFTS Program – Salt Spring
4. Community Living Advisory Committee – Salt Spring
5. British Columbia Association for Community Living



**SALT SPRING AND SOUTHERN GULF ISLANDS COMMUNITY SERVICES SOCIETY
PROGRAM LOGIC MODEL: COMMUNITY INITIATIVES DAY PROGRAMMING**

INPUTS	ACTIVITIES	OUTPUTS	SHORT-TERM OUTCOMES	MID-TERM OUTCOMES	LONG-TERM OUTCOMES	INDICATORS OF SUCCESS	MEASUREMENT TOOLS
<ul style="list-style-type: none"> • Salaries, Direct Service • Vehicles • Mileage • Staff Training • Other • Administrative • Other Salaries and Benefits • Office and Program Activity Space • Computers • Telephone and Communication • Materials and Supplies • Government funding, CLBC • Policies • Service Contracts 	<ul style="list-style-type: none"> • Person Centered Planning • Individual Activities • Group Activities • Community Involvement/Integration • Physical Activities • Self Help Skills • Support to Families/ Caregivers 	<ul style="list-style-type: none"> • # of individuals served • # and nature of activities • # of families supported 	<ul style="list-style-type: none"> • Maintain or increase socialization and community integration • Maintain or increase physical mobility and fitness • Maintain memory and cognitive skills • Increase ability to communicate, both with and without support 	<ul style="list-style-type: none"> • Maintain independence by using daily living skills in community settings • Person supported to achieve the goals set in individualized plan 	<ul style="list-style-type: none"> • Individuals lead healthy and active lives 	<p>Short term:</p> <ul style="list-style-type: none"> • Individuals caregivers and workers report positive socialization and community integration • Individuals caregivers and workers report healthy level of physical mobility and fitness • Individuals, caregivers and workers report healthy level of memory and cognitive skills • Individuals, caregivers and workers report increased communication <p>Mid term:</p> <ul style="list-style-type: none"> • Individuals, caregivers and workers report healthy level of independence in person served • Individuals, caregivers and workers report individual goal achievement <p>Long term:</p> <ul style="list-style-type: none"> • Individuals, caregivers and workers report persons served leading healthy and active lives 	<p>Short term:</p> <ul style="list-style-type: none"> • Face to Face Interview • Questionnaire/Survey • File Review <p>Mid term:</p> <ul style="list-style-type: none"> • Face to Face Interview • Questionnaire/Survey • File Review <p>Long term:</p> <ul style="list-style-type: none"> • Face to face Interview • Questionnaire/Survey • File Review



Affiliations

- **CLBC** – Community Living B.C. is the funding agency. We follow the guidelines and vision of CLBC in making and implementing the best plans for everybody involved.
- **VACL** – Victoria Association for Community Living provide us with local information and updates on issues facing the Community Living field.
- **BCACL** – B.C. Association for Community Living provide us with information and updates on issues facing the Community Living field in B.C.
- **Choices Day Program** – for people that now receive or may in the future receive services through the Choices Day Program, we may involve them in the planning and cooperate in how to best meet the needs of the individual.
- **Gulf Islands Families Together Society (GIFTS)** – Families formed GIFTS to ensure their sons and daughters were supported to participate in activities of their choice in the community. Support Workers provide assistance and training to individuals to help them develop living skills and participate in employment, volunteer or recreation activities.
- **School District #64** - We liaise with the schools and the teaching assistant assigned to a specific child as needed. The Community Services Society has school based youth counsellors, who may help identify children in need of this service.



Intake Process

An individual or family who would like to receive services through the Community Initiatives Day Programming, and who have been approved for funding through the CLBC eligibility process will meet with the Program Coordinator or a senior staff to fill out some initial paperwork about health concerns, communication styles, mobility etc. and to go over the agency's policies around confidentiality and rights and responsibilities.

They will begin the process to develop a Person Centered Plan to determine the strengths, abilities, goals and aspirations of the person if they do not already have a person centered plan.

We will support the individual in an effort to achieve the goals outlined in the plan. We may provide the services or help them to access the services in the community based on their wishes.

We endeavour to be flexible in meeting the needs of everybody who approaches us for service.

Waitlist Policy

The Community Initiatives does not have a Waitlist. If funding is approved, staff will be hired to fill any needs.

Salt Spring Island Community Services

JOB DESCRIPTION

JOB TITLE: COMMUNITY LIVING PROGRAM COORDINATOR
REPORTS TO: Program Director
CLASSIFICATION: Program Coordinator 2
WAGE GRID: JJEJ Level 14
WORK AREA: Community Living Services
LAST UPDATED: June 2013

JOB SUMMARY:

The Community Living Program Coordinator is responsible for planning, implementing, evaluating and overseeing the day-to-day operation of day programming and housing support services for individuals with developmental disabilities. Responsibilities include the coordination and day-to-day supervision of program staff.

DUTIES AND RESPONSIBILITIES:

1. Oversees the day-to-day operation of the program by ensuring that the facility and equipment are in place, program guidelines and policies and procedures are adhered to, and activities are scheduled and planned.
2. Develops, implements, coordinates and evaluates services and the overall plan to ensure participants and residents' needs are addressed.
3. Coordinates the scheduling of staff and volunteers and calls in casual staff as needed.
4. Collects, confirms accuracy, and submits timesheets of program staff to the Program Director.
5. Orients and supervises program staff and volunteers.
6. Monitors program expenditures within the established budget, manages petty cash, and makes budget recommendations.
7. Maintains program records and statistics and completes reports as required.
8. Provides general front-line work when needed as well as other tasks in day programming, in the community, and in the homes of residents being supported to live independently.

9. Provides life skills, social and interpersonal skills training to persons receiving service as required.
10. Supports persons receiving service by providing information, advocacy and referral to other services or other appropriate activities.
11. Maintains liaison with other community organizations to coordinate service delivery, exchange program information and facilitate referrals.
12. Contributes to the development, evaluation and improvement of services.
13. Participates in staff meetings, learning activities and supervision sessions.
14. Maintains an effective relationship with government representatives.
15. Maintains a current awareness of developments in community living services.
16. Maintains familiarity with and follows SSICS policies, procedures and accreditation standards.
17. Maintains and applies technology/computer skills as required.
18. Performs other related duties as required.

QUALIFICATIONS:

EDUCATION, TRAINING AND EXPERIENCE:

1. Diploma in social services or a related field.
 2. Three (3) years recent related experience with community living services including one (1) year supervisory or administrative experience.
 3. Valid BC Drivers's license.
- or) an equivalent combination of education, training and experience.

JOB SKILLS AND ABILITIES:

1. Good verbal, written and interpersonal communication skills.
2. Good teamwork, leadership and supervisory skills.
3. Good time management skills and ability to perform tasks subject to specific time deadlines.
4. Knowledge of best practices for services to adults and children with developmental disabilities.

5. Good planning, organizing, and administrative skills including ability to managing multiple diverse tasks:
6. Ability to work independently.
7. Ability to work effectively with other staff, management, and external contacts.
8. Ability to be sensitive and respectful of people's differences.
9. Ability to work a flexible work schedule at times.
10. Moderate level of physical fitness.
11. Ability to work in a stressful environment dealing with individuals in crisis situations at times.



Salt Spring Island Community Services
JOB DESCRIPTION

JOB TITLE: DAY PROGRAMMING WORKER
REPORTS TO: Program Director
CLASSIFICATION: Residence Worker/Community Support Worker
WAGE GRID: JJEP Level 10
WORK AREA: Community Living
LAST UPDATED: Nov 2013

JOB SUMMARY:

The Day Programming Worker provides supervision, support and individualized programming for developmentally challenged adults. Responsibilities include participates as member of a team responsible for the efficient functioning of the Community Initiatives Program. The Day Programming Worker enhances the quality of life for the persons served ensuring that their physical, social, medical and other needs are met.

DUTIES AND RESPONSIBILITIES:

1. Assists in program planning and carries out strategies developed for persons served.
2. Facilitates the access of persons served to the community by supporting contact with others and access to community services such as banks, post office, library, grocery store, etc.
3. Monitors and responds to the physical, psychological, emotional and safety needs of persons served.
4. Facilitates and participates in social and recreational activities.
5. Acts as a positive role model providing life skills training and behaviour management.
6. Assist persons served with hygiene and grooming.
7. Dispenses medications following the outlined procedure and administers PRNs when required.
8. Transports persons served as required.
9. Collaborates with team members and caregivers to conduct assessments of the progress of persons served including attending Personal Service Plan meetings for assigned cases.
10. Supports the individuals in reaching the goals as set out in their IPP.

11. Maintains the cleanliness of the work area.
12. Maintains accurate records and reports including medical, behavioural and attendance charting.
13. Reports incidents and other significant issues or concerns.
14. Contributes to the development, evaluation and improvement of services.
15. Maintains familiarity with and follow SSICS policies and procedures and accreditation standards.
16. Participates in staff meetings, learning activities and supervision sessions.
17. Maintains and applies technology/computer skills as required.
18. Performs other related activities as required.

QUALIFICATIONS:

EDUCATION, TRAINING AND EXPERIENCE:

1. Diploma in human services or a related field.
2. One (1) year recent related experience working in caregiver or support worker role.
3. Current First Aid certification.
4. Valid BC Driver's License.

or) equivalent combination of education, training and experience.

JOB SKILLS AND ABILITIES:

1. Good verbal, written and interpersonal communication skills.
2. Ability to work effectively with team members and other staff.
3. Ability to work with persons served in a patient, compassionate and attentive manner.
4. Knowledge of best practices in the community living field.
5. Good organization and time management skills.
6. Ability to work independently.
7. Ability to be sensitive and respectful of people's differences.
8. Moderate level of physical fitness.
9. Ability to manage emergency situations.