



Location: NEW MINAS, NOVA SCOTIA
Position: Supportive Co-Worker
Status: Full time, term position

*Do you have a background that covers human services?
Are you energetic and always up to meeting new challenges, no matter what the day?
Do you always go that extra mile when getting the job done?*

The Flower Cart provides vocational service to adults considered to have an intellectual disability who reside in Kings County, NS. Over the last 40 years, The Flower Cart has served hundreds of adults with a wide range of service options including, but not limited to prevocational, vocational, outreach and community employment programs. The Flower Cart is currently seeking a Supportive Co-Worker. This is a full-time, term position which reports directly to the Baker's Choice Fine Foods Department Head. We are looking for a person who is detailed-oriented, always looking to add value, client focused, and is energetic and driven regardless of the obstacles!

The Supportive Co-Worker will be an ambassador for, and facilitator of, supported training. Responsibilities will include:

- Participant training and counselling
- Incorporating work on participants' objectives into all activity and work settings
- Assist participants with day to day concerns
- Keep records related to participants, for example progress reports, program data, history, medical information, etc.
- Foster a team oriented environment
- Cooperate with peers in other programs and projects of The Flower Cart
- Ensures quality control of production methods and finished products
- Ensures that participants are challenged by the work that they are involved in
- Fosters participant independence in the production process
- Assists in identifying workplace hazards and in developing solutions to address identified hazards
- Work in a safe manner at all times.
- Driving delivery van
- Working in a bakery setting with flour dust, hot and humid conditions, and long periods of standing.

The challenge of this position is maintaining a balance between human service work and the requirements of social enterprise contract work.

The successful candidate will have:

- Post-secondary degree/diploma in human services or equivalent.
- Basic knowledge of principles and practices of human services, training and development, and coaching
- Highly proficient in MS Office software. Certificate in MS Office would be an asset but is not required.
- Working knowledge of labour standards, occupational health and safety, disability support, and human rights
- 2 years in human services role

- Previous experience in job coaching or supported training an asset
- Superior customer service, communication, and active listening skills.
- Must drive own vehicle and transport clients
- Able to lift 30 lbs unassisted
- Strong organizational skills and be able to effectively multi-task.
- Must be detail-oriented, a logical thinker, analytical, and able to problem solve.
- Must be able to work in an indoor and an outdoor production environment.
- Must be energetic, want to add value, and be driven regardless of the obstacles!

This position must be available Monday thru Friday, generally for day shifts only. Overtime is not regularly required but may be based on operational need and when required is a condition of employment. Some local travel is a job requirement. The successful candidate must have a valid NS Driver's License, be insurable, and provide a clean criminal background check.

This term position pays a competitive salary and ends at the end of the day, March 31, 2018. If you are interested in this opportunity, please forward your resume and cover letter to Carrie Hemmings at HR@flowercart.ca no later than **Tuesday, November 14th, 2017**.

We thank all interested candidates; however, only those selected for an interview will be contacted.

The Flower Cart is an equal opportunity employer.