



**Sooke Family Resource Society
Job Posting 04-2026 – Community Support Worker**

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

Date Posted: March 2, 2026

Closing Date: March 16, 2026

Reports To: Program Supervisor, Adult Outreach Services

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

Location: Langford, BC

Shift Schedule: Standard working hours Monday to Friday

Hours per Week: 20-25 hours per week

Union: This posting requires union membership

To Apply, please submit resume, and cover letter by email to careers@sfrrs.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 assists 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 Supervisor.
2. Assist clients in recreational and social activities as outlined in their Personal Support Plan.
3. Provide client 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.

Employees interested in applying for the above position should submit their name and resume to Human Resources within seven calendar days of this posting.

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 maintains records to comply with agency guidelines.
9. Maintain an awareness of any issues (medical, behavioral, or other) experienced by clients and informs 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 program 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 supports for clients; develops new approaches to addressing client requests.
20. Report critical incidents immediately to the Program Supervisor.
21. Submit monthly client status reports to Program Supervisor in a timely manner.
22. Attend weekly supervision meetings with 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.

Education & Experience:

- Diploma in related Human/Social Service Field
- One (1) year recent related experience or an equivalent combination of education, training, and experience

Additional Information:

- A valid class 5 driver's license with satisfactory Driving Record is required.
- The use of a vehicle in good working order, with insurance, and the ability to transport clients is required.

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