



**WINNIFRED STEWART ASSOCIATION**  
**INTERNAL / EXTERNAL POSTING**

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**RESIDENTIAL SERVICES requires WEEK-END O/N SUPPORT COORDINATORS**

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*WE THANK YOU FOR YOUR INTEREST; HOWEVER ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.*

**In this position your duties will include:**

- Completion of lifts and transfers, personal care, support with all self help and daily living skills
- All necessary / required documentation as per Winnifred Stewart Association policy / processes
- Implementing any required Programs, Procedures and/or Strategies and maintaining relevant data
- Ensuring familiarity of Service Planning process for individuals in the home and implementing information as identified
- Ensuring supports and assistance to individuals experiencing situations of concern
- Provision of transportation for individuals living in the home using your own vehicle or an Association vehicle, whichever is required, as needed.
- Ensuring and practicing health and safety techniques
- Demonstrating awareness of and adherence to established policies, processes and operational protocols
- Professional, positive, timely communication and interaction with others (Individuals, Guardians, Community representatives, Supervisors, Co-workers, etc.)
- Demonstration of excellent communication skills
- Ensuring familiarity with and completion of duties and responsibilities as per the Support Coordinator Position Description

**Education and experience requirements:**

- Diploma or Degree in Rehabilitation Studies or equivalent; or Human Services Worker Training or Basic Skills Training; or one year's experience in Human Services, experience working with adults with developmental challenges preferred. Combined equivalencies considered.
- Knowledge / understanding of behavioural intervention and strategies
- Training / knowledge of Person Centered Planning approaches, an asset
- Current First Aid / CPR Certification

**Position Hours:** Weekend Overnights

**Salary Range:** AWAKE: \$12.27 / hour to start SLEEP: \$8.00 / hour

**Competition Number:** SONW – 50016

**Closes:** This posting will remain open until a suitable candidate(s) is found

A vehicle, adequate insurance and a valid driver's license required. A Security Clearance check and a Drivers Abstract are a condition of employment and are the financial responsibility of the candidate.

**PLEASE SUBMIT YOUR COVER LETTER WITH YOUR RESUME QUOTING COMPETITION NUMBER IN CONFIDENCE TO:**

**HUMAN RESOURCES**  
**11130-131 STREET**  
**EDMONTON, AB. T5M 1C1**  
**FAX: 453-6709**

**EMAIL: [laurief@winnifredstewart.com](mailto:laurief@winnifredstewart.com)**