

ICE PAGE

Making it Happen! - Support Social Inclusion

ECAT

Employee & Client
Assistance Team
780-461-7236

Phones do not accept
text messages. Staff
need to call ECAT.

What's inside this issue:

VIRTUAL TRAINING
PAGE 3

HEALTH & SAFETY
MEETING MINUTES
PAGE 5-6

HEALTH & SAFETY
REVIEW
PAGE 8-9

COVID -19
INFORMATION
PAGE 10

Time Sheet Hand-In

AUGUST 15TH 2022
FOR ALL SHIFTS
WORKED BETWEEN
AUGUST 1ST AND
AUGUST 15TH.

AUGUST 31ST 2022 F
OR ALL SHIFTSWO
RKED BETWEENAU
GUST 16TH ANDAU
GUST 31ST.

UPCOMING

HEALTH AND
SAFETY MEETING
Aug. 10th/Sept. 7th,
2022 at 1:30 PM.

RPAC MEETING
Aug 17th/Sept 14th,
2022 at 2:00 PM.

ON SPOTLIGHT

JOHN H

John H. has been with ICE in Grand Prairie since 2005. He is a very social person who loves to interact with members of the community. John enjoys eating lunch at local parks and museums with staff where he can appreciate the scenery.

One of John's favorite places to visit is the public library where he looks for people who are willing to participate in conversations with him. John is supported by staff to make healthy community connections. John loves his model car collection and often carries one around with him.

John also likes to spend time at the local shopping centers people watching and talking to people. He is never at a loss for interesting topics to talk about.

After attending a work skills training program through Employabilities, John has recently started a new job at St. Louis Bar and Grill as a dishwasher and general kitchen clean-up. John was very happy to return to work after the COVID-19 restrictions were lifted.

John thoroughly enjoys the time he gets to spend with his sister and family. Together, they do a variety of outdoor activities such as quadding and camping. John also has family close to his home with whom he visits as often as he is able. This summer, John plans to travel with his family to Kelowna to attend a family reunion and a wedding. Safe travels John!



RODNEY

Rodney started with ICE Grand Prairie as a support worker in 2007. During his time with ICE, Rodney has held numerous positions and worked with a variety of clients. Rodney's compassion for others enables him to provide genuine support to the individuals he works with. Currently, Rodney is assisting John to attend community activities and community areas such as parks, museums, and the library. Rodney continues to keep his clients safe by following policies and procedures that are in place for ICE employees and clients.



ICE HAS CANADA LIFE RSP PLAN!

Refer to Policy 3.14.18 CANADALIFE RSP if you are eligible, ICE will match your contributions! To sign up, please contact Independent Counselling Enterprises at: 780-453-9664. For more information about Canada Life: <https://my.canadalife.com/sign-in> CANADA LIFE Helpdesk: 1-800-724-3402

ICE WILL BE CLOSED ON
AUGUST 1, 2022, CIVIC DAY



Please direct all calls to the
Employee Client Assistance Team
for that day.
780.461.7236

ICE THANK YOU CARD INCENTIVE WINNERS



Hawa Kemokai provided support to her client at the local food bank. The client's family was very happy with the client's participation in the community. Thank you for all you do!



Michael Gebremariam made sure that all staff in the program handed in their timesheets on time. Your initiative is greatly appreciated. You are awesome!



Hillary Uwizeye assisted the client by going to Yellowknife, NWT. With his support, the client was able to travel safely. Keep it up!



McLee Keri was a team player and agreed to complete refresher training with the relief staff for the client's support on short notice. This was instrumental in ensuring the client's health and well-being. Keep it up!



Kamaljeet Kaur supported her client in participating in a variety of activities she enjoyed while maintaining a routine she was comfortable with. Thank you for all your efforts and hard work!



Alambah Elvis Efuetyani helped cover the overnight shift in one of the programs. Thank you for being flexible and dependable. You did a great job!

HURT AT WORK?

Employees and Support Home Operators are reminded of their responsibility (as per legislation) to report all workplace injuries immediately to an ICE supervisor or manager. In the event of an injury, the employee will follow all agency policies and procedures.



While not all injuries are reportable to WCB, all injuries and work-related health concerns are required to be reported within the company. This is done so that health and safety investigation and follow-up may be completed for the safety of all parties.

REFERRAL INCENTIVE RECIPIENT

Employees or Support Home Operators who refer a person to ICE who successfully meets our hiring requirements and completes their three-month probation with a minimum of 120 hours worked, receive \$100.00!



AUGUST/ SEPTEMBER VIRTUAL TRAININGS

Pre-Employment Training

August 2,3,9,10,16,17,23,24,30,31 2022 (9:00AM to 4:00PM)

Epilepsy Training

August 2, 2022 (10:00 AM to 12:00 PM)

Schizophrenia Training

August 4, 2022 (1:30 PM to 3:30 PM)

Dementia Training

August 8, 2022 (10:00 AM to 11:30 AM)

Hypertension Training

August 15, 2022 (10:00 AM to 11:00 AM)

ADHD Training

August 15, 2022 (1:30 PM to 3:30 PM)

Diabetes Training

August 16, 2022 (1:30 PM to 3:30PM)

Anxiety / Depression Training

August 17, 2022 (1:30 PM to 3:30 PM)

Brain Injury Training

August 18, 2022 (1:30 PM to 3:30PM)

Sleep Apnea Training

August 19, 2022 (10:00 AM to 11:00 AM)

Brain Aneurysm Training

August 19, 2022 (1:30 PM to 3:30 PM)

OCD/ODD/Hoarding Training

August 22, 2022 (9:30 AM to 12:30 AM)

Communications Training - Psychologically Safe Interactions

August 22, 2022 (10:00 AM to 11:30 AM)

Trauma-Informed Care Training

August 23, 2022 (10:00 AM to 12:00 PM)

Asthma Training

August 25, 2022 (1:30 PM to 3:30 PM)

Due Diligence for Supervisors and Managers Training

August 26, 2022 (9:30 AM to 12:00 PM)

Promoting Safety Training

August 29, 2022 (1:30 PM to 4:30 PM)

Psychosis Training

August 30, 2022 (10:00 AM to 12:00 PM)



Substance Abuse Training

September 1, 2022 (1:30 PM to 3:30 PM)

PTSD Training

September 2, 2022 (9:30 AM to 11:00 AM)

Pre-Employment Training

September 6,7,13,14,20,21,27,28, 2022 (9:00 AM to 4:00 PM)

Promoting Safety Training

September 8, 2022 (1:30 PM to 4:30 PM)

CPI Training

September 9, 2022 (9:00 AM to 5:00 PM)

Abuse Prevention Training

September 12, 2022 (10:00 AM to 12:00 PM)

HACD Training

September 12, 2022 (1:00PM to 5:00PM)

Bed Bug Prevention Training

September 12, 2022 (1:30 PM to 3:00 PM)

Promoting Safety Training

September 13, 2022 (9:30 AM to 12:30 PM)

Hoarding Training

September 13, 2022 (10:00 AM to 11:30 AM)

Mental Health First Aid Day 1 Training

September 15, 2022 (9:00 AM to 5:00 PM)

Mental Health First Aid Day 2 Training

September 16, 2022 (9:00 AM to 5:00 PM)

FASD Training

September 16, 2022 (1:30 PM to 3:00 PM)

PBI Training

September 19, 2022 (1:30 PM to 3:30 PM)

Promoting Safety Training

September 19, 2022 (1:30 PM to 4:30 PM)

Musculoskeletal Injury Prevention - Manual Materials

Handling Training

September 20, 2022 (9:30 AM to 12:00PM)

Abuse Prevention Training

September 20, 2022 (1:00 PM to 3:00 PM)

Autism Training

September 21, 2022 (1:00 PM to 3:00 PM)

Incident Investigations Training

September 22, 2022 (1:00 PM to 5:00 PM)

Trauma Informed Care Training

September 22, 2022 (1:30 PM to 3:30 PM)

Workplace Inspections Training

September 23, 2022 (9:00 AM to 4:00 PM)

OCD/ODD/Conduct Disorder Training

September 23, 2022 (1:30 PM to 3:30 PM)

PBI Training

September 28, 2022 (10:00 AM to 12:00 PM)

Borderline Personality Disorder Training

September 29, 2022 (1:30 PM to 3:30 PM)

POLICY REVIEW

3.5.1 HEALTH AND SAFETY

*(Please note that selected sections of ICE Policy 3.5.1 are reproduced here. Please refer to the Policy Manual for the complete policy).

The agency is committed to a Health and Safety Management System that protects its employees, clients, contractors, and the general public including their physical, psychological, and social well-being.

Goals:

- To provide effective leadership, management, and supervision of ICE operations that communicates and reinforces healthy and safe practices and behaviors.
- To actively promote employee participation in health and safety at all levels of the organization.
- To ensure that ICE employees/ support home operators (SHO) are adequately qualified, suitably trained, and have sufficient experience to perform their work in a safe and effective manner.
- To achieve and maintain effective systems for:
 - Identification of hazards and implementation of safety controls;
 - Workplace inspections and quality assurance;
 - Incident reporting, investigation, correction, and effective injury mitigation/ management.

Personnel at all levels of the company including managers, supervisors, front-line employees, and support home operators are responsible and accountable for the health and safety within ICE. The success of this program requires active participation by each person, every day.

Management will demonstrate leadership in health and safety, develop health and safety policies and procedures, implement health and safety systems (hazard assessment and control, incident investigation, workplace inspections) and provide training, equipment, and adequate resources for health and safety.

Supervisors will communicate health and safety expectations to employees, identify training needs and arrange/ provide training. They will provide on-the-job orientations, training, and supervision and enforce compliance with ICE policies and procedures.

Employees and support home operators will complete the required training and follow ICE policies and procedures; assess hazards; use designated safety controls and work in a healthy and safe manner.

ICE employees at all levels, as well as support home operators, are required to be familiar with the requirements of Alberta Health and Safety legislation (including Occupational Health and Safety and Worker's Compensation legislation) as it relates to their work.

ICE believes that a healthy and injury-free workplace is important and achievable with active cooperation by all involved parties.

Looking for Answers? Below are some online links you may find of assistance:

https://www.canada.ca/en/health-canada.html	Health Canada is responsible for helping Canadians maintain and improve their health. It ensures that high-quality health services are accessible, and works to reduce health risks.
https://www.albertahealthservices.ca/findhealth/service.aspx?Id=1001957	Linking Albertans to a wide range of health information and service options.
https://work.alberta.ca/occupational-health-safety.html https://work.alberta.ca/occupational-health-safety/ohs-publications.html#laws https://work.alberta.ca/occupational-health-safety/resources.html	Alberta Occupational Health and Safety works in consultation with industry to help prevent work-related injuries, illnesses and fatalities. The OHS site provides access to a wide range of information bulletins and on-line training options.
https://www.albertahealthservices.ca/findhealth/service.aspx?Id=1001957	Stay up to date on the most frequent information on COVID-19 in the province of Alberta.
http://www.icenterprises.com/	The ICE website has some important links on the main page for your reference as well as posted job opportunities and access to the ICE Page.

**HEALTH AND SAFETY MEETING MINUTES
JUNE 15, 2022
(MINUTES EDITED FOR PUBLICATIONS)**

3.1 Review of 'Regional Health and Safety Meeting Minutes (sections 3.2 and 3.3).

A) Section 3.2. Completed Incident Investigations for Injury, Health, and Property Damage

Calgary May 4, 2022, Meeting Minutes:

February 24, 2022 - The staff encouraged the client to go wash their hands after using the washroom. The client became upset and was physically aggressive toward staff. The second staff pressed the lifeline and ECAT was contacted.

Incident Investigation Recommendations: Review PRP at team meeting, review scope of duties for 2:1 staffing, PBI techniques reviewed, new staff to be trained on coordinated collaborative approaches at orientation/planned training, and review of positive behavior supports.

Health and Safety Committee Recommendations: No additional recommendations.

February 25, 2022 - The client lost balance and began to fall and staff caught the client's full weight. Staff twisted their wrists and hurt their back in the process. **Incident Investigation Recommendations:** Review HACD- Appendix A6; review policy 3.7.7 3.5.2. & 3.5.9; and review HACD Appendix A6 quarterly at team meetings.

Health and Safety Committee Recommendations: No additional recommendations.

March 20, 2022 - Staff was cleaning the walk-in shower when their foot stepped onto the uneven surface and they fell causing injury. ECAT notified. **Incident Investigation Recommendations:** Review Safe Practices for control of slips, trips, and falls (HACD Appendix A-4) & review the importance of drying the shower floor immediately after shower use. **Health and Safety Committee Recommendations:** No additional recommendations.

Northwest May 5, 2022, Meeting Minutes: No completed investigations in the past month.

South May 3, 2022, Meeting Minutes: No completed investigations in the past month.

B) Section 3.3 Completed Near Miss Incident Investigations

Calgary May 4, 2022, Meeting Minutes: No near-miss investigations to review this month.

Northwest May 5, 2022, Meeting Minutes: No near-miss investigations to review this month.

South May 3, 2022, Meeting Minutes: No near-miss investigations to review this month.

3.2 Evaluation of completed current Internal Incident Investigations for Injury, Health, and Property Damage (Edmonton):

February 15, 2022 - Staff slipped on ice and fell to the ground. **Incident Investigation Recommendations:** Staff to review winter safety information in the Health & Safety binder. **Health and Safety Committee Recommendations:** No additional recommendations.

March 24, 2022 - Staff and client were walking to the store when staff tripped on uneven ground and fell.

Incident Investigation Recommendations: Staff to attend Hazard Assessment and Control Assessment training.

Health and Safety Committee Recommendations: No additional recommendations.

May 9, 2022 - The client became aggressive with the staff and accidentally scratched the staff's thumb. **Incident Investigation Recommendations:** Review client behavior with staff, update personal profile, and update booking notes. **Health and Safety Recommendations:** No additional recommendations.

May 28, 2022 - Staff pricked their finger with one of the client's used diabetic needles.

Incident Investigation Recommendations: staff to ensure the sharps container is out; use verbal prompts to have the client put away their used needle. Staff to review Policy 2.3.10 Handling of Sharps/Puncture Wounds.

Health and Safety Recommendations: No additional recommendations.

3.5 COR Audit Review: Review various aspects of the COR Audit to ensure committee members have an understanding.

3.6 Hazard Assessment and Control document (H.A.C.D.): Working with Clients with High Behaviours. Potential for Verbal Aggression /Potential for Property Destruction Pages 2-3.

HSC Recommendations: Fix typo - 33.8.12 does not exist, should be 3.8.12.

Calgary May 4, 2022 - Meeting Minutes: The committee reviewed pages 106-109 in the general HACD.

South May 3, 2022 - Meeting Minutes: The committee reviewed pages 64 - 67 in the general HACD.

Northwest May 5, 2022 - Meeting Minutes: The committee reviewed pages 9 - 12 in the general HACD.

3.7 Policy Review: 3.6.4 Workplace Violence and Bullying/Harassment

3.8 COVID 19 Pandemic Response: All ICE employees are required to wear masks while on shift. To see the list of restrictions that were lifted, visit

<https://www.alberta.ca/covid-19-public-health-actions.aspx>. There is now a 4th dose available for everyone 18+ older.

Bookings can be made using the following link <https://www.albertahealthservices.ca/topics/page17295.aspx> or by calling 811.

3.10 Emergency Response Plan Review: (Regional committees to review the ERP drills and identify recommendations for improvement) - We will review the Action Plan Template #11 - Lightning. **HSC Recommendations:** No additional recommendations.

Next Meeting Date: July 13, 2022 @ 1:30pm

**HEALTH AND SAFETY MEETING MINUTES
JULY 13, 2022
(MINUTES EDITED FOR PUBLICATIONS)**

3.1 Review of 'Regional Health and Safety Meeting Minutes (sections 3.2 and 3.3).

A) Section 3.2. Completed Incident Investigations for Injury, Health, and Property Damage

Calgary June 8, 2022, Meeting Minutes: No incident investigations to review this month.

Northwest June 9, 2022, Meeting Minutes:

March 1, 2022 – The client became agitated and threw his windowpane out into the backyard, breaking it. ECAT was called and CSC and RM boarded up the window for the night. **Incident Investigation Recommendations:** Team to discuss ways to keep the client engaged when the roommate has other things going on.

Health and Safety Committee Recommendations: No additional recommendations.

South Meeting Minutes: No meeting was held in June.

B) Section 3.3 Completed Near Miss Incident Investigations.

Calgary June 8, 2022, Meeting Minutes: No near-miss investigations to review this month.

Northwest June 9, 2022, Meeting Minutes: No near-miss investigations to review this month.

South Meeting Minutes: No meeting was held in June.

3.2 Evaluation of completed current Internal Incident Investigations for Injury, Health, and Property Damage (Edmonton):

March 31, 2022 - The staff slipped on ice and hurt her back. **Incident Investigation Recommendations:** Staff to review Policy 2.7.3, 3.5.2, and 3.5.5. Staff to also review Section 1 Winter Safety in the Health & Safety binder. **Health and Safety Committee Recommendations:** No additional recommendations.

3.3 Evaluation of completed near miss investigations (Edmonton):

April 26, 2022 – Potential mice and mold found at client's residence.

Incident Investigation Recommendations: Complete Field Level Hazard Assessment and update booking notes. Connect client to natural supports (safe housing). Staff to support the client in the community until hazards at home are safely addressed. **Health and Safety Committee Recommendations:** No additional recommendations.

May 26, 2022 - Office staff visited other office staff in the parking lot after being confirmed to have Covid- 19 while not wearing a mask. **Incident Investigation Recommendations:** Review of Covid 19 Protocols and public health measures. Advised exposed staff to monitor for symptoms. **Health and Safety Committee Recommendations:** No additional recommendations.

June 15, 2022 - Personnel/Booking door not closing due to building swelling caused by excessive rainfall. **Incident Investigation Recommendations:** Posting signs on the door ensuring it is closed properly upon entry and exit. Email sent out to all office/ECAT staff to remind them about the safety of checking all doors.

Health and Safety Committee Recommendations: No additional recommendations.

3.5 COR Audit Review: Follow-up from the COR Action Plan is almost complete.

3.6 Hazard Assessment and Control document (H.A.C.D.): Working with Clients –Harassment/Bullying Pages 4 – 5. HSC Recommendations: No additional recommendations.

Calgary June 8, 2022 – Meeting Minutes: The Calgary region is assigned pages 77-115 in the general HACD. The committee reviewed pages 110-111 in the general HACD. Paperwork (Documentation by hand, filing, etc.; pp.110-111)

HSC Recommendations: No additional recommendations.

South Meeting Minutes: ICE South has been assigned a review of the General Section (Pages 39-76) for the upcoming 2021-2022 meetings. There was no meeting held in June.

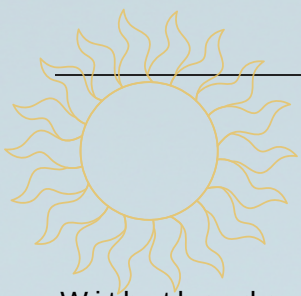
Northwest June 9, 2022 - Meeting Minutes: Northwest has been assigned General Section pages 1-38 for the 2021-2022 review. The committee reviewed pages 13-16 in the general HACD. **HSC Recommendations:** No additional recommendations.

3.7 Policy Review: 3.5.2 Worker Right to Refuse Dangerous Work and Assignment of Health & Safety Responsibilities.

3.8 COVID 19 Pandemic Response: All ICE employees are required to wear masks while on shift. Fourth doses are available for everyone 18+ years old. Bookings can be made using the following link <https://www.albertahealthservices.ca/topics/page17295.aspx> or by calling 811.

3.10 Emergency Response Plan Review: Reviewed the Action Plan Template #13C – Tornado/Severe Thunderstorms - Community Based – Non-Residential Programs. **HSC Recommendations:** No additional recommendations.

Next Meeting Date: August 10, 2022 @ 1:30pm



HEALTH AND SAFETY REVIEW

summer HEAT

With the days growing longer, the heat begins to rise and so does our body temperature. The hotter our bodies are internally the higher the risk of heat exhaustion and dehydration. Below are a few warning signs of these conditions that you should be aware of during the summer months.

Dehydration

- Feeling thirsty.
- Dark yellow and strong-smelling urine.
- Feeling dizzy or lightheaded.
- Feeling tired.
- A dry mouth, lips, and eyes.
- Urinating little, and fewer than 4 times a day.

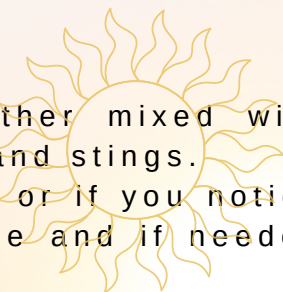
Heat Exhaustion:

- A headache.
- Dizziness and confusion.
- Loss of appetite and feeling sick.
- Excessive sweating and pale, clammy skin.
- Cramps in the arms, legs, and stomach.
- Fast breathing or pulse.
- A high temperature of 38C or above.
- Being very thirsty.

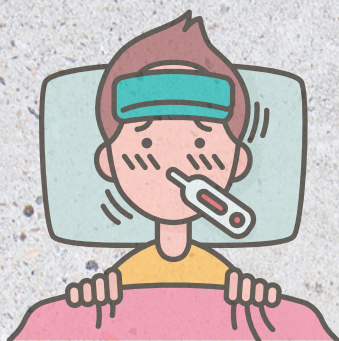


What can you do to combat these conditions?

- Ensure you are consuming enough water throughout the day. On hotter days for adults, it is recommended to drink two to three liters a day.
- Wear lighter colored and weighted clothing to combat the heat. Moisture-wicking materials are recommended to keep sweat away from the body and keep you cooler.
- Apply sunscreen to any exposed areas of skin for extra protection.
- A hat or umbrella can be useful to protect your head and skin from UV rays.
- Protect your eyes, wear sunglasses on sunny days.
- Try to stay in shady areas for long times outdoors.
- As a reminder, carry bug spray as warmer weather mixed with humidity attracts bugs which can lead to bug bites and stings.
- If you notice that you have any of these symptoms or if you notice they are worsening, make sure to find a cool place and if needed seek medical attention.



HEALTH AND SAFETY REVIEW



INFLUENZA

PREVENTION, RECOGNIZING SYMPTOMS AND TREATMENT

General Information about Influenza:

- Influenza is an infection of the nose, throat, and lungs (respiratory tract) that is caused by a virus. Influenza can happen at any time during the year, but most cases happen in the winter months.
- You may also hear influenza called flu, bird flu, or H1N1. All of these mean the same thing as influenza and the information below applies to all of them.
- Influenza is spread through the air. The virus gets in the air when someone with the disease coughs, sneezes, or even talks. People who breathe in the virus can get sick. It can also be spread by touching objects that have been coughed or sneezed on by someone with the virus.
- Most people who get sick with influenza get better. However, influenza causes about 12,200 people to be admitted to the hospital and about 3,500 deaths in Canada each year. There is a higher risk of getting complications from influenza for children less than 5 years of age, pregnant women, people 65 years or older, people with chronic health problems, people living in long-term care facilities, and indigenous persons. Complications of influenza can include pneumonia, ear and sinus infections, and dehydration. Influenza can also make chronic medical problems (e.g., congestive heart failure, asthma, diabetes) worse.

Symptoms:

- The symptoms of influenza are fever of 38.5°C (101.3°F) or higher that starts suddenly, sore throat, runny nose, cough, headache, muscle aches, loss of appetite, and feeling tired.
- People can spread (are contagious) influenza the day before they have symptoms and for up to 7 days after symptoms start.

How to be an Influenza Champion:

- Get the influenza vaccine. The influenza vaccine is a very effective way of protecting people from getting sick with influenza. You need to get immunized every year because the influenza viruses change. A new vaccine is made each year to protect against the viruses most likely to cause illness in that year. The best time to get immunized is October or November. You can get immunized any time during the influenza season.
- Wash your hands with soap and water or clean your hands with a hand sanitizer that has alcohol in it.
- Cover your mouth and nose with your arm or a tissue when you cough or sneeze.
- Stay home and rest when you are sick.

For information on clinics nearby and times they are open, go to
<https://www.albertahealthservices.ca/influenza/influenza.aspx>



WHAT IS MONKEY POX?

Monkeypox is a viral infection with a rash that may be painful. Most people recover on their own after a few weeks. People usually develop symptoms 5 to 21 days after being exposed to the monkeypox virus. Symptoms typically last from 2 to 4 weeks and may pass through several stages.

The rash can be painful and could affect any part of the body

MOST COMMON SYMPTOMS:

- rash
- fever
- chills
- swollen lymph nodes
- headache
- muscle pain
- joint pain
- back pain
- exhaustion

The rash usually lasts between 14 and 28 days and changes through different stages. You are contagious from the onset of first symptoms until the scabs have fallen off on their own and the skin is healed.

IF YOU HAVE SYMPTOMS

- ISOLATE AT HOME AWAY FROM OTHERS
- IMMEDIATELY CONTACT YOUR HEALTH CARE PROVIDER OR CALL 811 FOR HELP

For more information, visit

<https://www.alberta.ca/monkeypox-virus.aspx> for more information

Who's Currently Eligible for the Vaccine?

Eligibility for the second booster dose have been expanded to all Albertans 18 years of age and over. You qualify if you had your last dose at least 5 months after your first booster dose and you have not been positive with COVID-19 in the last 90 days.



To Book Visit:

<https://bookvaccine.alberta.ca/vaccine/s/>

**Please continue to
follow all ICE
COVID-19 Protocols
and Procedures.**

For More Information Visit:
www.albertahealthservices.ca/topics/Pages/6944.aspx or call 811



WE ARE HIRING!

ECAT- EMPLOYEE & CLIENT ASSISTANT TEAM MEMBER

JOB REQUIREMENTS

*Health Care or Social Sciences Certification desired.

* Knowledge of ICE policies & procedures required.

* Knowledge of computer data entry & professional telephone usage required.

* Experience in community rehabilitation desired.

*Ability to deal with stressful situations proactively required.

*Ability to work well independently & as a team member required.

*Attention to detail & strong written and verbal English skills required.

Personal care skills & experience with developmental disabilities and behaviors required.

* Clear Police Information Check with Vulnerable Sector Search required.

* Must be Fully Vaccinated for COVID-19 required.

Hours: Casual-VariouS Hours

Part-time- 16 hours a week

2 Positions Available

Weekend Overnights Friday & Saturday

11pm-7am

Weekdays Monday to Friday

5pm-11pm

Wage : \$19.17 per hour

Weekend Days Saturday & Sunday

7am-3pm and 3pm to 11pm

Posting Date: July 12, 2022

Closing Date: Until Suitable Candidate Found

THE ECAT TEAM MEMBER SCHEDULES STAFFING SUPPORTS TO WORK WITH AGENCY CLIENTS BOTH DURING BUSINESS HOURS AND AFTERHOURS

ECAT TEAM MEMBER DUTIES INCLUDE:

- Provides employees with staff support when contacted by the employee
- Assist employees in dealing with critical situations and emergencies
- Schedule employees to fill relief shifts and provide information for shift assignment
- Schedule appropriate services as required
- Provide clients with support as needed when contacted by a client
- Effectively implement behavior intervention and crisis management as required
- Assist in coordination of crisis/emergency placement home
- Refer to client protocols as applicable to assist with client support
- Effective use of ICE computer

CONTACT: COLETTE WITH YOUR CURRENT RESUME

cwanchulak@icenterprises.com

Fax: (780) 452-4889

NO PHONE CALLS PLEASE

INTEGRITY. CARING. EMPOWERMENT.

TEAM/COMMUNITY SUPPORT COORDINATOR TRAINING STARTS IN SEPTEMBER

Would you like to become a **Team Coordinator (TC)** or **Community Support Coordinator (CSC)** at ICE? A TC or CSC is the direct supervisor for staff working in residential and non-residential programs. They report directly to a CR Manager. To be a supervisor in the Community Rehabilitation unit, you must pass Team Coordinator/Community Support Coordinator Training. This training is 20 modules which will be scheduled weekly starting in September.

What you will learn in the training:

- Individual Service Planning
- Positive Behavior Supports
- Medication Administration for Supervisors
- Supervisory Skills
- Hazard Assessment and Control
- Workplace Inspections
- Due Diligence for Supervisors
- Household Budgeting
- Payroll
- General / Critical Incident Reporting and Response
- Abuse Prevention and Response - Supervisory Level
- Operations Manual Review
- Documentation Skills from a Supervisory Perspective
- Workplace Violence, Bullying, and Harassment for Supervisors
- Communications Training
- Client Risk Management
- C-views
- Personnel / Booking
- Client Files

What do you need to do to apply for this training?

- To apply, please drop off a Letter of Intent to your Regional ICE Office or send an e-mail to glane@icenterprises.com. In your letter, state the reason you are interested in applying for Team Coordinator/ Community Support Coordinator Training.
- Please note that applications will be accepted up to August 31, 2022.
- To apply, you must have worked full-time with ICE for at least 3 months. Employees who are currently in Team Leader positions or have demonstrated leadership in other ways will be given preference.
- **Note that successful completion of the training doesn't guarantee a TC/CSC position, but candidates who completes the training will be given preference for any available positions.**