



North Hastings Community Integration Association (NHCIA)

Building Partnerships for Community Living

Internal/External Job Posting

Part-Time Independent Living Facilitator for Existing Vacancy

Permanent Position - 60 hours per 2-week pay period

Pay Range \$25.29 – \$27.48 per hour

Position Summary: Independent Living Facilitators provide support to adult individuals with a developmental disability to live their best life and be a contributing community member through facilitating natural connections.

Benefits of Joining the NHCIA Team:

- Flexible schedule
- Vacation accrual – starting at three (3) weeks, up to a maximum of five (5) weeks accrual after four (4) years of employment
- Training & development opportunities
- A culture that values fun, celebrating successes and achievements
- Positive Environment
- Social Club
- Group Health benefits cost shared after six (6) months of continuous employment
- Registered Retirement Savings Plan after six (6) months of continuous employment
- Sick time benefits, personal emergency, and bereavement days

Responsibilities:

- Assist people to have unpaid relationships and valued roles in our community
- Support people to understand and recognize their rights and responsibilities as a citizen
- Assess skill levels and develop plans to increase independence
- Administrative tasks including log notes, data collections, reports etc.
- Dispense medications
- Implement safe practices at all times and report health and safety concerns
- Attend, lead, and actively participate in meetings
- Participate in ongoing training and development of professional skills
- Commitment to the mission, vision, and values of NHCIA within the workplace and in the community
- Ability to network with individual people and groups outside of NHCIA as a representative of the agency
- Critical thinking and problem-solving skills

Qualifications:

- Successful completion of the DSW, SSW Diploma or related education, training, and experience that is a good match to the organization. NHCIA seeks diversity in staffing that focuses on Inclusion
- Two years of experience working with people with a developmental disability preferred
- Computer skills, including Microsoft Outlook, Word, and Excel
- Submission of a criminal record check with vulnerable sector screening to be reviewed by the Executive Director
- Valid First Aid and CPR certification (emergency level or higher)
- Knowledge of CPI nonviolent crisis intervention and ability to utilize practices
- Successful completion of a pharmacology course (this may be completed during the first 6 months of employment)
- A valid Full G class driver's license, clean driving record, reliable vehicle, and \$1,000,000 liability coverage
- Ability and willingness to work flexible hours including evenings, weekends and holidays

Please submit your detailed cover letter, resume, and one-page profile by 4:30 p.m. **May 8, 2026** to:

The Hiring Committee at North Hastings Community Integration Association

2 Alice Street, Box 1508 Bancroft, ON K0L 1C0

communityliving@nhcia.ca

NHCIA is an equal opportunity employer and encourage applications from candidates who have been historically disadvantaged or marginalized. We thank all applicants, however, only those selected for an interview will be contacted.

In accordance with the AODA NHCIA will make every effort to accommodate applicants with disabilities in our recruitment process.

Please contact 613-332-2090 if you require accommodation.

North Hastings Community Integration Association works with our community to support people with developmental disabilities and their families to be included, valued, and active in our community.