

FINDING

Work at ...

Informing
Attracting
Developing
Retaining



NEWELL COMMUNITY ACTION GROUP

Company Background

Newell Community Action Group (NCAG) is a highly successful not-for-profit organization located in Brooks, AB. It has been in operation for over 30 years and serves a very diverse client base.



It has five key program areas:

1. Brooks Employment Services: career and employment services for unemployed and under-employed individuals.
(www.brooksemploymentservices.ca).
2. Brooks Youth Connections – career and employment services for youth 15 – 24 years of age
(www.brooksyouthconnections.ca).
3. Brooks Handi-bus operation.
4. Services for adults with disabilities: employment and career readiness, employment coaching, and community/social integration.
5. Making It Work Again – career and employment services for adults with a diagnosed disability.
6. S.T.E.P.S. Training Centre – offering computer classes, PST, and Pre-Ticket classes for those who need assistance in comprehension of class materials.

Types & Nature of Work

Frontline or Key Workers

- Work directly with one or more clients on a contract basis.
- Assist clients with developing employability skills and with preparing for a career.
- Act as an employment or job coach for clients working in the community.
- Arrange for recreational or social activities for clients in the community.
- Lifting, positioning clients, and pushing wheelchairs.

Bus Drivers

- Operate the handi-buses to transport clients or individuals in the community who require special transportation services.

Ideal Candidate Qualifications

Frontline or Key Workers

- Grade 12 diploma required.
- Post-secondary training or certificate desired (e.g. Disability & Community Rehabilitation Certificate or Diploma).
- First Aid and CPR certification required.
- Crisis Prevention & Intervention training required.





Types & Nature of Work *continued*

- Criminal and Child Welfare Records Checks.
- Class 5 Driver's License required, Class 4 preferred.
- Clean Driver's Abstract.
- Notarized confidentiality agreement.
- Experience working with people with disabilities an asset.
- Physically able to do some lifting.
- Ability to properly follow policies and procedures.
- Good communication skills.
- Good organization and time management skills.
- Respect for others.
- Professional in appearance and conduct.

Bus Drivers

- Same criteria as Frontline Workers (post-secondary training or certificates not necessary).
- Class 4 Driver's Licence required.
- Clean Driver's Abstract.

Training Opportunities

Newell Community Action Group offers on the job training for all positions. Hands-on training is provided by experienced senior staff. Training includes but is not limited to:

- Orientation to Policies & Procedures.
- Abuse Protocol.
- Administering Medication.
- Crisis Prevention & Intervention.
- Other skills as required by the position.

Hours, Pay, Benefits

Work is full-time or part-time and year-round. Many positions are on a funded contract basis.

Core business hours are 8:30 a.m. – 3:30 p.m. Monday to Friday. Hours for frontline staff may vary beyond these hours based on the client's needs and contract.

Shift work is required at times for evenings, weekends, or holidays based on the client's needs.

Newell Community Action Group is a not-for-profit organization. Wage rates will be discussed at the time of interview.



How to Apply

Positions are generally posted in the following locations:

- Brooks Employment Services website (www.brooksemploymentservices.ca).
- Brooks Chronicle
- Brooks Bulletin
- Lethbridge Herald
- Medicine Hat News

Personal resumes can be delivered in person or sent by mail, email, or fax to the contact information below. Applications are sent to appropriate program managers for review. Potential candidates are contacted for an interview. Successful candidates are contacted directly.

Contact Information

Newell Community Action Group
120 3rd Street West
Brooks, AB T1R 0S3

Phone: (403) 362-6661

Fax: (403) 362-0139

Email: edoffice@ncag.ca

Website: www.brooksemploymentservices.ca