

## ***WELCOME!***

Have you thought how great it would be if your job could offer you competitive wages and opportunities for:

**Fun | Creativity | Variety | Recognition | Advancement | Diversity | Training**

If these are the kinds of work experiences you are seeking, then we encourage you to apply to the Langley Association for Community Living (LACL).

LACL provides services to adults with **developmental disabilities** in a variety of ways: residential options, involvement in their communities, employment, volunteering, recreation, leisure, hobbies and friendship.

LACL offers guidance, care, encouragement and training to assist persons with disabilities to achieve their personal goals and dreams. We provide this support in a variety of settings including their homes, workplaces, local recreation centres and other community facilities.

LACL offers employees training to teach the skills necessary to support the persons served to ensure their safety as well as their personal development

## ***WHAT DO OTHERS SAY ABOUT LACL?***

- LACL uses creativity and ingenuity in the development of supports and services for individuals with developmental disabilities based on individual's goals and dreams
- LACL believes in the importance of families and friends and they support the nurturing of these relationships
- LACL is recognized for the longer term commitment of their employees and their belief in lifelong learning
- LACL is accountable to the individuals they support for their satisfaction in the services received
- LACL believes that their employees are their greatest resource and that opportunities for advancement in the organization are supported and encouraged

## ***HOW DO I APPLY?***



You can submit your application and attach your résumé using our on line form on our website. You will find this at [http://www.langleycl.com/on\\_line\\_application.php](http://www.langleycl.com/on_line_application.php)

Only if your application is successfully screened will you be contacted for an interview.

# RECRUITMENT PROCESS

Process	Estimated Timelines
Résumé / Application submitted	Dependent upon applicant.
Application reviewed by HRLR Manager	1-3 days
Interview for successful applicants scheduled	5-7 days
Interview & Reference waivers signed. Minimum of 2 employment references	On day of interview
Minimum of 2 employment references ( from direct manager/supervisor/owner)	1-8 days dependent upon availability of references.
Applicant advised of LACL's interest in going forward with hiring process pending receipt of clear pre-hiring documentation.	Immediately upon completion of reference checks.
Pre-hiring documentation collected from applicant	As soon as possible
Upon receipt of clear documentation, applicant is offered employment and an agency orientation is scheduled.	As soon as possible
Agency orientation is completed and, if all pre-hiring documentation is received and other relevant information is collected, offer letter is signed.	Immediately
A work site specific orientation is scheduled with the new hire and the Supervisor of the service.	As soon as possible

# WAGES AND BENEFITS

## Wages (Effective April, 2018)

Classification	Step 1	Step 2	Step 3	Step 4
Community Support Worker	18.15 hour	19.04 hour	20.07 hour	21.14 hour
Vocational Counselor	19.39 hour	20.33 hour	21.45 hour	22.58 hour
Supervisor	23.83 hour	24.96 hour	26.37 hour	27.74 hour
Overnight Asleep	15.56 hour	16.32 hour	17.21 hour	18.12 hour
Awake Overnight	16.12 hour	16.90 hour	17.84 hour	18.77 hour

## Benefits

Regular full time and part time positions which are 20 hours or more/week include the following:

- Group Life Insurance
- Accidental Death and Dismemberment
- Long Term Disability
- Dental Plan
- Extended Health Plan i.e. reduced costs for prescriptions, chiropractors, medical equipment, massage therapists, etc.

# ***EMPLOYEE REQUIRMENTS***

To qualify for employment for Langley Association for Community Living, you must be able to provide the following certifications and documents;

**NB: These documents to be obtained ONLY if you have been offered employment by the Manager of Human Resources and Labour Relations.**

**Credentials:** All credentials will be verified. Please provide original documents.

## **CRIMINAL RECORD CHECK:**

To support vulnerable adults, children and youth, clear criminal record checks are required.

### **Criminal Record Review Act (Adults, Children & Youth)**

Potential candidates must be willing to submit to a criminal record review. This is a legislated criminal record review that is conducted by the Ministry of Public Safety and Solicitor General. The purpose is to protect vulnerable adults in B.C. from physical, sexual or financial abuse. The cost is \$28.00 and will be deducted from your first pay cheque.

### **Consolidated Criminal Check (Children & Youth)**

This may be obtained from your local RCMP detachment. The cost is approx. \$65.00, depending upon the detachment location.

## **First Aid Certificate:**

**Adult Services:** The first aid certificate required is **the Standard Adult Care plus CPR Level C**. This is a 16 hour certification course at an approximate cost of \$150.00 per person. This certificate is required prior to employment.

**Children's Services** – The first aid required is **the Emergency First Aid Certificate with CPR** – 8 hours. This certificate is required prior to employment.

## **Food Safe Certificate:**

This is an online course that is free of charge. Once the course has been successfully completed online, a certificate will be presented. Print out the certificate and submit it to the HRLR Manager. The link to the website is <http://www.health.gov.bc.ca/protect/food-safety-module/files/home.htm>

## **LACL Doctor's Certificate of Good Health:**

This form certifies that you are physically and mentally fit to perform the duties of a community support worker. The cost varies depending upon your physician. This form is to be completed by your doctor.

## **Driver's License Requirements:**

You must be able to provide a current class 5 driver's license and be willing to obtain a class 4 driver's license within 120 days of your date of hire ( to those applicable services). For a class 4 license, you are required to

provide medical documentation to ICBC driver's services and successfully complete a written and practical driving exam. Contact your local motor vehicle branch for associated costs.

To help you successfully complete the practical driving exam, LACL offers use of a van to prepare for this test. There is no cost for the use of our vans.

**Note:** New immigrants to Canada may be required to provide an original driver's license from your country of origin to avoid a 3 year waiting period for your class 4 license.

**Driver's Abstract:**

The abstract is available at your local motor vehicle branch and has no associated costs. This is a record of all driving infractions over the last 5 years. The driving record is reviewed prior to hire, to ensure your driving history is indicative of safe operation of a motor vehicle. Applicants have the choice of either obtaining their driver's abstract in person from a motor vehicle branch, or contacting Driver's Services at 604-661-2255. If contacting the motor vehicle branch on the phone, applicants will be asked to provide their driver's license number and may have it faxed directly to Langley Association for Community Living (604-534-4763) – Manager of Human Resources and Labour Relations.

**Business Insurance and Liability for Programs/Services that require use of personal vehicles**

To ensure that employee vehicles are adequately insured, LACL will reimburse the difference between an employee's regular "to and from work" and "business use" coverage.

- If the personal vehicle of the employee is used for LACL purposes they will be directed to obtain business insurance and 5 million liability. LACL will reimburse employees for business insurance and the difference between 2 million and 5 million liability
- Insurance reimbursement (when an employee is required to utilize their vehicle for LACL), will be based upon the expectation that employees have existing collision and comprehensive insurance with a minimum of 2 million liability on their vehicle. Reimbursement is based upon this requirement

**Personal Vehicle:**

Use of a personal vehicle is a requirement to provide supports to individuals.

**Reference Checks:**

All applicants will be required to sign reference waivers before references are contacted. **We request a minimum of two employment references** from a supervisor, manager or owner. In some instances, an applicant may not be able to meet this requirement; other relevant experience may be considered.

**Please notify your references that we will be contacting them on your behalf.**

Once you have completed the interview and we have checked your employee references, we will contact you to let you know whether you have been successful in your application for employment.

Once notified of your successful application, we will then be requesting those remaining documents/certificates as described in this document.