

**Thank you for your interest for the Job Coach position available with our agency. In this role staff members provide support, assistance, guidance, and mentoring/modelling to adults with a range/spectrum of developmental disabilities to successfully engage in employment, volunteer and recreational opportunities.**

Please complete this questionnaire and forward it to our agency via the email **info@faims.org** or by fax **403.652.4679.**

**Please do not forward a resume until requested to do so**. Unsolicited resumes will not be accepted. We will contact suitable applicants to forward a resume for consideration after we have reviewed the questionnaire. Please send questions via email. Thanks!

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| **Your Full Name:** |  | **Phone Number:** |  |

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|  | | | | | | | **Yes** | **No** |
| Do you have a degree or diploma in Human Services field? | | | | | | |  |  |
| Do you have at least two (2) years related experience in this field? | | | | | | |  |  |
| Are you legally entitled to work in Canada? Do you have Social Insurance Number verification, if hired? | | | | | | |  |  |
| Do you currently have a Criminal Record Check including Vulnerable Sector Search within six (6) months of today’s date? Applicants cannot start working in the program until they have current criminal record check with vulnerable sector search. | | | | | | |  |  |
| Do you have a valid Driver’s License? |  | Number of Years Licensed: | |  | | Class of Driver’s License: (eg Class 3, 4, or 5) | |  |
| Is your driving record clear for the past 3 years If no, please provide details of your driving record history **in the space below.** Applicants must provide 3-year Driver’s Abstract no more than 3 months old, if hired (at their own cost). | | | | | | |  |  |
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| Our Insurance Carrier requires drivers who drive company vehicles to be a minimum age of 22 and with a clean driving record and no at-fault claims for the past 3 years. Would this be an issue for you? (Exceptions may be considered where a staff member may not be required to drive a company vehicle as part of their job role.) | | | | | | |  |  |
| Do you have the appropriate vehicle insurance or can obtain, if hired?   * Vehicle Insurance – Minimum liability insurance $2 million * Permission from insurance carrier to transport individuals in vehicle as part of the job coach duties | | | | | | |  |  |
| Do you have a reliable vehicle? All vehicles older than 10 years require a mechanic inspection, confirming roadworthy condition (copy upon hire). This is at the expense of the job applicant. | | | | | | |  |  |
| Do you have a cell phone? | | | | | | |  |  |
| Do you have access to a computer? Working knowledge in Microsoft Word and Excel? | | | | | | |  |  |
| **Do you have any of the following training and is it current?** Successful applicants will be required to provide a copy of certificate(s) upon hire. The training is not required before hire to be considered for the position**.** | | | | | | | | |
| First Aid/CPR (within 3 months of hire) | | | Expiry: | | | |  |  |
| Medication Administration Training | | | Expiry: | | | |  |  |
| CPI Training | | | Expiry: | | | |  |  |
| Do you have direct experience working with adults with developmental disabilities? | | | | | | |  |  |
| Are you comfortable working with clients with complex needs? | | | | | | |  |  |
| Are you comfortable to work independently (with little or no supervision)? | | | | | | |  |  |
| Are you able to be flexible for various job assignments to support the clients in program? | | | | | | |  |  |
| We have branches in the communities of High River, Okotoks and Strathmore. Please identify which location(s) you wish to apply at. | | | | |  | | | |
| Wage/Salary: $16.00-$20.50/hour based upon education/experience. Maximum hours per week are 30 hours. Is this a salary range that you are comfortable with? | | | | | | |  |  |
| If selected for a position, when would you be available to start? | | | | |  | | | |