



**Position:** 1 Drop-In Program Coordinator and 1 Support Worker

**Position Type:** Part Time Casual – 4 hrs, Sundays

**Location:** 3990 Old Richmond Road, Ottawa

DEEN Support Services (formerly operating in Ottawa as the Canadian Association of Muslims with Disabilities), provides direct service to individuals living with disabilities and their families. The Drop-In Program provides a space for teens and adults with intellectual and developmental disabilities to participate in recreational activities. The Program follows a “Clubhouse” model, where members are encouraged to build meaningful friendships and to be expressive in their own abilities in a culturally and spiritually safe environment. This position is based out of an Islamic centre and requires individuals who are familiar with Muslim values.

The successful candidate will be self-motivated, have the ability to multi-task and have a high level of energy and focus, while working on a range of activities. The Drop-In Staff members will work independently and in collaboration with the Program manager, and the team based out of our head office.

Responsibilities include but may not be limited to the following:

- Plan and facilitate recreational activities for teens and adults with intellectual and developmental disabilities
- Create and maintain a positive relationship with family members
- Maintain a safe, friendly, and inclusive environment
- Effectively communicate with verbal and non-verbal members
- Responsible for any documentation, feedback, and/or reports as required

**Qualifications:**

- Should be Bilingual
- Experience providing care, support, or instructions to persons with intellectual and developmental disabilities
- University Degree or College Diploma in related fields
- Experience in Recreational Therapy, Special Education Classroom Management, Physical/ Occupational Therapy, Psychology, Personal Support, Engagement Strategies are an asset
- Strong Communication and organizational skills
- First Aid and CPR is an asset
- Knowledge of Arabic, Somali or Urdu is a plus

Interested Individuals should submit their resume no later than **December 12, 2018** to:  
[info@deensupportservices.ca](mailto:info@deensupportservices.ca)

Please quote in Subject of Email “**Ottawa Drop-In Program**” and include **position name**.