



## ABOUT US

Turning Leaf is a non-profit, charitable organization that provides person-centered, crisis and treatment services to low and high-risk vulnerable and marginalized individuals living with mental illness and intellectual challenge in our community. Turning Leaf's support is customized to every individual's needs and risk level. We offer crisis-intervention and treatment services, community support, day program services, residential support (including emergency housing, 24-hour homes, cluster housing, and home share), a harm reduction program, clinical services, indigenous services and more.

*We are proud to be recognized as one of Manitoba's Top Employers of 2025. This honour distinguishes Turning Leaf as a leader in our industry, and as one of the top places to work in the province.*

## WHO WE SUPPORT

The participants of our programs are often deeply impacted by their circumstances which can become barriers to living safely and independently in the community. Trauma, homelessness, poverty, addictions, discrimination, sexual exploitation, societal stigmas, and lack of access to resources are some of the barriers our participants face every day.

## MAKE AN IMPACT

Being a part of the Turning Leaf family means you will have the opportunity to make a direct and positive impact on people's lives every day. The work is challenging in all the best ways and deeply rewarding. Many of our employees say they have found their life's purpose while working here.

Turning Leaf provides ongoing, meaningful training to ensure we remain an industry leader and that our employees have the skills and confidence to be successful in their careers. We are an organization that pledges to uphold a workplace culture of diversity, equity, inclusion, compassion, and respect.

We are growing more and more all the time and we are always hiring. If you feel called to be a part of the Turning Leaf team, please apply today.

***New Hire Incentive Program: Full/Part-Time new hires will receive a \$200 bonus after six months of employment. Plus a \$2.00/hour Complex Care Location wage premium.***

## JOB SUMMARY

Day Program Direct Support Professionals (Complex Care Locations with \$2.00/hour wage premium) are responsible for delivering our services to the Day Program participants experiencing Autism Spectrum Disorder or other intellectual disabilities and complex needs. Day Program Direct Support Professionals report to and work closely with the Day Program Supervisor to observe, plan, assist with aspects of personal care as needed (e.g., assistance with eating including tube feeding, personal hygiene, hands-on

assistance in the bathroom, utilizing lifts, etc.), and facilitate learning and development in daily living, social and life skills, etc.

## **ESSENTIAL REQUIREMENTS**

- Cover letter and updated resume
- 18 years of age or older
- Available Monday to Friday 7:30am-4pm at 35 - 40 hours p/week (Full time)
- Clear Criminal Record Check with Vulnerable Sector Check and Adult Abuse Registry Check (no older than six months)
- Child Abuse Registry Check (no older than three months)
- Valid Drivers license with reliable vehicle and a clear drivers abstract is required
- Healthcare Aid Certificate, or health care training is considered an asset
- NCI (Non-violent crisis intervention training) Level 3 an asset
- Valid Standard First Aid / CPR Certification
- Minimum of one-year experience in a Day Program setting or
- Completion of a Post-Secondary Education in Human Services (Certificate, Diploma or Degree) is considered an asset
- Three employment references

## **QUALITIES AND QUALIFICATIONS**

Day Program Direct Support Professionals should demonstrate emotional awareness and have the ability to remain calm in escalated situations. Direct Support Professionals are encouraged to engage in interpersonal relationships judiciously, empathetically, and professionally while executing their responsibilities and providing person-centered supports.

In addition, Day Program Direct Support Professionals must possess experience with and skills in:

- Excellent written and oral communication skills
- Conflict resolution skills
- Organizational and planning skills with related decision-making abilities
- Strong interpersonal skills and an ability to work effectively as part of the team
- Previous experience supporting individuals experiencing Autism Spectrum Disorder, or other intellectual disabilities
- Experience supporting individuals with complex needs
- Experience in personal care such as assistance with eating including tube feeding, personal hygiene, hands-on assistance in the bathroom, using lifts, etc.
- Experience in nutrition-related tasks such as menu preparation and menu planning
- Possess an innate desire to treat all people with dignity and respect

## **SUMMARY OF JOB DUTIES AND RESPONSIBILITIES**

- Demonstrate the fundamental principles of the agency when engaging participants in daily activities.
- Provide direct, in-person supervision to members of the Day Program in the manner as prescribed by the Day Program Manager and the Clinical Team.

- Provide personal care such as assistance with eating including tube feeding, personal hygiene, hands-on assistance in the bathroom, using lifts, etc.
- To identify and directly intervene around behaviors of risk, as personal safety allows.
- Report behaviours of risk to appropriate entity (e.g., police, Manager, etc.).
- Responsible for completing a daily log that reports on a participant's activities, interactions and experiences.
- Other duties as assigned.

## BENEFITS

- Wage premium of \$2.00 per hour
- Health Benefits (Full-time employees)
- GRRSP Program (optional)
- Paid Wellness Time (Full-time employees)
- Bereavement and Compassionate Care Time
- Mileage Reimbursement (when applicable)
- Employee Family Assistance Program (EFAP)
- Paid training (First Aid/CPR, NVCI, VPA, etc.)

## HOW TO APPLY

Applicants can express their interest by submitting a cover letter that clearly demonstrates why they are the ideal candidate (cover letters must cite specific examples congruent with the posting requirements) along with their resume to [careersmb@tlservices.ca](mailto:careersmb@tlservices.ca) We thank all applicants, but only those being considered for an interview will be contacted.

Turning Leaf welcomes applications from people with disabilities. Applicants with disabilities may request reasonable accommodation relating to the materials used and/or activities throughout the application and selection process. We thank all applicants, but only those being considered for an interview will be contacted.

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*Turning Leaf Services is an equal opportunity employer that pledges to uphold a workplace culture of diversity, equity, inclusion, compassion, and respect. Turning Leaf offers competitive salaries and excellent benefits and is committed to cultivating an environment where work-life balance is valued.*