

Join our team!

Regional offices are located across the province and provide frontline support to the individuals and families we serve. The roles in these offices work with individuals, families, service providers and community stakeholders to plan and implement quality services that are person-centered. There are also administrative support and management roles.

Our Head Office in Vancouver holds a support function for the organization and our staff in regional offices. Departments at Head Office include finance, IT, strategic initiatives, human resources, policy, communications, and more.



"I enjoy working at CLBC, where I've had several opportunities to 'spread my wings'. CLBC has fully supported my career advancement, providing excellent learning opportunities, work benefits, and flexible work schedules along the way."
Deborah, Policy and Practice Analyst in Head Office

What we offer!



Connect with us!

 [Linkedin.com/company/community-living-bc](https://www.linkedin.com/company/community-living-bc)

 [@CLBCStartWithHiandStayConnected](https://www.facebook.com/CLBCStartWithHiandStayConnected)

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Got questions? Email CLBCPeopleServices@gov.bc.ca



COMMUNITY LIVING
BRITISH COLUMBIA



www.communitylivingbc.ca

Are you looking for an opportunity to contribute your experience, knowledge and passion in a meaningful way? CLBC is the place for you!

We are a Crown corporation that funds supports and services to adults with developmental disabilities, as well as individuals who have a diagnosis of Autism Spectrum Disorder (ASD) or Fetal Alcohol Spectrum Disorder (FASD) and who also have significant difficulty doing things on their own.

We receive funding from the government to provide services to more than 25,000 individuals, and welcome approximately 1,000 new eligible individuals for services each year.

CLBC works with people, families, service providers, community, and government partners across the unceded traditional territories of the more than 200 distinct First Nations throughout the province. CLBC's head office is located on the unceded traditional territories of the Xwməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish),

We are proud to be recognized as a BC Top Employer once again!



Along with a great work atmosphere, health, wellness, financial and family benefits, as well as training and skills development, CLBC provides the opportunity to make a positive impact in your community every day.

Our Culture: Caring. Hard working. Flexible. Inclusive.

We always remember why we are here and who we serve. We focus on the individuals and families who receive supports funded by CLBC, and we support each other. We learn together. We collaborate. We bring our skills, experience, and ideas to complex work. We help each other, and we say thanks for the help.

Our aim is for the CLBC team to reflect the diversity of the population we serve across B.C.

At CLBC, we are committed to

- Creating an environment that values the uniqueness of our employees and respects individuals for their talents, skills and abilities by acknowledging complexity, honouring experience, engaging stakeholders, and celebrating contributions.
- Using Gender Base Analysis plus (GBA+) in our organizational decision-making.
- Sustaining and fostering a respectful, diverse, inclusive and responsive organizational culture.
- Recruiting, developing and retaining diverse staff to contribute to CLBC's mission and vision.

Facilitator

The Facilitator role exists in all CLBC offices across BC

As a Facilitator at CLBC, you will represent CLBC as the primary contact for individuals with developmental disabilities and their families. This includes:

- Supporting and facilitating access to generic services, informal support and CLBC funded services
- Providing information about informal community supports, generic services, CLBC services, peer and family support services available
- Responding to crisis situations and resolving problems
- Coordinating services
- Creating and implementing individual support plans, which include informal and formal safeguards
- Assisting the individual and their family in identifying the activities and resources required to reach their goals, by supporting the individual to explore their capacity and enhance their ability to make decisions

Qualifications:

- Bachelor of Social Work Degree or an equivalent degree
- Experience working in Community Living field with children, youth or adults with developmental disabilities and their families

Why I Love Being a Facilitator at CLBC



I love working as a facilitator with CLBC as it gives me an opportunity to make a difference in the lives of individuals with diverse abilities, their families and support networks. CLBC gives me lots of support to utilize my unique skills and abilities in my job, such as creating a community drop in floor hockey program for individuals with disabilities and to be creative with the planning I do with families. The CLBC work environment is amazing.

- Peter

Contracts Clerk

The Contracts Clerk role exists in all CLBC offices across BC

As a Contracts Clerk at CLBC, you will be process administrative and financial documents, input system data, and provide administrative and program support to staff. Duties include:

- Preparing contracts
- Providing word processing, data input such as correspondence, meeting minutes, forms, client information
- Providing reception and switchboard services
- Providing people with developmental disabilities and their families with information or documentation

Qualifications:

Grade 12 diploma and a combination of 3 years clerical/administrative support experience, education, and/or training in a financial position. Strong MS Word and MS Excel skills are a must

Why I Love Being a Contracts Clerk at CLBC



Working on the contracts that fund supports and services has widened my perspective in life and provides me with satisfaction. Knowing that the work I do has a tremendous impact on the lives of people always makes my day. This is not just any other job, this is my service to the community."

- Genesyl

Quality Service Analyst

The Quality Service Analyst role exists in all CLBC offices across

As a Quality Service Analyst at CLBC, you are responsible for representing CLBC as the primary point of contact for service providers. This includes:

- Developing service contracts or agreements and negotiating the costing details and quantities
- Negotiating contract costing and advising on requirements for corrective action in contracted service delivery
- Consulting with Facilitators about support requests, service availability, and resource suitability
- Conducting on-site monitoring reviews (homes, staffed residential facilities, programs, etc.) and investigating competency and service issues
- Working with the Facilitator in assisting individuals and their families who are experiencing a crisis
- Recruiting and developing new service relationships
- Ensuring service collaboration and developing cost-sharing agreements
- Liaising with key staff regarding current funding limitations or delays and participating as a team member in local budget management
- Reviewing financial reports to ensure delivery of services for approved funding supports

Qualifications:

- Bachelor's degree in Business, Social Work, or a related degree
- Preference given to those who have worked in the social services sector in areas such as resource development or contract management

Why I Love Being a Quality Service Analyst at CLBC



"Joining CLBC was one of the best decisions I ever made. I left my corporate career seeking a job with meaning. Now, as a Quality Service Analyst, I know that whatever task I'm performing, someone somewhere is being affected in a positive way.

I now have a purpose to my work and that has made my career whole and satisfying. The role is challenging, fun, inspiring, and in line with my personal values. I get to work with an amazing team that works towards a common goal with dedication and enjoyment.

- Amanda

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