



## WE'RE LOOKING FOR A FEW NEW FACES!

### WHO WE ARE:

At Vela we provide solutions and expertise on Microboards™, Individualized Funding, and matters related to Self Directed Supports.

**Our Mission:** Is to promote and secure innovative and individualized community options for people with disabilities

### We Believe:

- Relationships are the most important component of a person's life
- All people have the capacity for self-determination
- All planning and decisions made with or for a person must be based on his/her strengths, wishes, needs and interests
- All people have gifts to share with those around them and in their wider community

Vela is a small, very active non-profit society with our head office in the city of Langley, B.C. We serve the province of British Columbia providing mentoring support to individuals with disabilities and their families who are interested in learning more about Microboards and Individualized Funding.

Our small, dedicated, team is provincially based. We work at a hectic pace and work closely together to ensure we are all supported and can provide assistance to those we serve. We are also self-starters and determine our schedules based on the needs of those we support and how best to manage our time.

To learn more about Microboards and Individualized Funding, please check out our website at: [www.velacanada.org](http://www.velacanada.org)

**Please note:** We are most grateful to all that express an interest in working with us, but due to the number of positions we are currently recruiting for we will only be able to contact candidates that will be invited for an interview. Thank you all for taking the time to consider the positions and for applying.



## VELA CANADA PROVIDES

### **SOLUTIONS:**

- for complex customized support options regardless of age

### **SUPPORT:**

- to help determine if a Microboard and/or Individualized Funding is the right fit for you
- for person centered thinking and planning

### **ASSISTANCE WITH:**

- connecting to other services
- incorporation as a non-profit society
- exploring unpaid support
- development of proposal, rationale and budget for supports
- negotiation of budget
- service development and/or subcontracting supports
- creation of employment documents, contracts and agreements
- connecting to a variety of administration supports (e.g. payroll supports, medical plans for employees, banking services, etc.)

### **TRAINING:**

- on how to become a responsible employer
- related to relevant regulations, policies and procedures (e.g. WorkSafeBC, CRA, EI, CPP, Employment Standards, MCFD, Ministry of Health and CLBC)
- on advocacy
- other types of training as need indicates or as required

### **OTHER WAYS WE HELP:**

- mediation support
- information sharing through our website / facebook / newsletter
- networking at the regional, provincial and national level to share information and ideas relevant to Microboards and Individualized Funding users

## OUR JOB POSTINGS

### 1. OFFICE HELP

Time frame: One Year with possible extension beyond that

Location: Langley B.C.

Hours: 22 hours per MONTH

Are you a friendly person that is a quick learner, can think on your feet, work as part of a team but can also take initiative and work independently? It's a tall order for a part time job, but if you are up for the challenge, this position may be for you. In this position you may be the first contact for those we mentor. It is important they feel welcomed and supported.

You will need to have computer skills, (particularly on Mac computers), basic administration assistance skills and be well organized. If this is a good description of you, we'd like to meet you! The hours are flexible to a maximum of 22 hours per month. If you are open to learning new skills, and learning about a unique support service, please check out our website and send your resume with 2 references to: [info@velacanad.org](mailto:info@velacanad.org) by June 2, 2017.

### 2. SUMMER STUDENT ICT-COMMUNICATIONS AND TECHNOLOGY

Time frame: 15 weeks, beginning a.s.a.p.

Location: Langley B.C.

Hours: 30 hours per week

Are you a person studying in the field of ICT Communications and Technology? Do you like a challenge? Do you like working in a creative and sometimes hectic environment? Do you like being a part of a team? Then this may be the experience for you!

Vela is hiring a summer student for 15 weeks this summer to help us to create an online questionnaire for our constituents, collect and assess information from that questionnaire and help us respond to the information we receive. This may include: assisting us in updating our website with new information; updating our facebook page; help creating webinars; and generally expanding our social media options. It may also require additional research that we, as of yet, have not anticipated.

Aboriginal individuals, as well as those from minority cultures or with disabilities are encouraged to apply.

If this sounds like a challenge you would like to take on, please contact us by sending your resume with 2 references to: [info@velacanad.org](mailto:info@velacanad.org) by June 2, 2017