



ENABLE

YOUR COMMUNITY

CONFIDENTIALITY AGREEMENT

To maintain the integrity of our organization and our mission in the community, it is very important that all persons associated to our organization refrain from disclosing any and all information to third parties about clients and/or their families that they are currently or have previously been exposed to.

- 1 PURPOSE The purpose of this Confidentiality Agreement is to protect the identity and privacy of clients and/or their families. We recognize that persons associated to our organization encounter personal and sensitive information relating to clients and/or their families that must be kept private and confidential.

- 2 CONFIDENTIAL INFORMATION Confidential information is any written, verbal, or otherwise expressed information containing personal or identifying information. Confidential information should never be shared or released to third parties, except under the Terms outlines below. Confidential information includes, but is not limited to:
 - a. Disclosure of any information in any form that places, or potentially places any client(s) and/or family members at risk;
 - b. Identifying information about any client(s) and/or family, including but not limited to name, address or phone number; and
 - c. Information specific to a client's disability or disabilities, impairment(s), medical or health-related condition(s), or special requirements and needs.

- 3 TERMS Enable contractors must abide by the highest ethical standards and agree to abide by the following provisions at all times:
 - a. All communications with the client and/or families are kept private and confidential;
 - b. Disclosure of confidential information to a third party without the client and/or family's express consent to release such information is strictly prohibited;
 - c. Disclosure of confidential information related to the organization to a third party without express consent from the organization is strictly prohibited; and
 - d. Maintenance of confidentiality and ethical standards must be kept throughout the assignment as well as following the completion of the assignment.

I have read and understand the above terms extended to me by Enable Community Support Ltd.. I understand that my failure to abide by the terms of this Confidentiality Agreement may result in the termination of my status at Enable Community Support Ltd.. I agree that these terms are reasonable and agree to be bound by them.

Signature

Date

Name (please print)



ENABLE

YOUR COMMUNITY

APPLICATION INFORMATION FOR SUPPORT WORKERS

Hello, future Enabler!

We are excited to hear of your interest in being part of the Enable community! The **application process for full-time, part-time, and seasonal positions is currently open**. To be considered in the next hiring round, you must submit the following:

1. **Enable Application Form** – As part of our application process, we require specific and detailed information about you. For example, we want to know about your availability, what lead you to apply with us, and your past professional experience. You must upload a valid Police Information Check and CPR certification in this form as well. Here is more information on what you must complete in the [Enable Application Form](#):
 - a. **Short Biography** - We want to know more about you! Tell us why you are interested in being part of our community, and three strengths that you will bring to Enable as a support worker (50-100 words). We will use this to make the best match for you!
 - b. **Resume** – Families are interested in learning as much about you as possible, so put your best foot forward! Your resume should be specific to this position with relevant experience near the top (.doc or .docx files only; PDF will not be accepted). If you require support with completing your resume, you can find information [here](#).
 - c. **Annual Police Information Check** – Due to the nature of working with young people with disabilities and their families, every support worker **must** have a Police Information Check with Vulnerable Sector Search (PIC/VSS) completed **EVERY ONE (1) YEAR**. Prior PIC/VSS documentation will be accepted if they are dated up to a maximum of 6-months before beginning a position with Enable. You can complete this [online](#) or you can also apply in person at various [locations](#) in Calgary. This document **can take up 3-4 weeks** to be returned. If you provide us with a copy of your receipt as proof of purchase with your application, we will consider your application earlier.
 - d. **Valid CPR Certificate (Level C)** – Each worker must have a valid CPR certification with at least level C. This will need to be renewed **EVERY TWO (2) YEARS**. For workers with CPR at a healthcare professional level (BLS-HCP), this certification will need to be renewed **EVERY ONE (1) YEAR**. We offer monthly Heart & Stroke Foundation CPR courses at discounted rates. If interested, please direct your requests to admin@enablecommunity.ca.
2. **Review and sign our Confidentiality Agreement** – To maintain the integrity of our organization and our mission in the community, it is very important that all persons associated to our organization refrain from disclosing any and all information about your clients and their families to third parties. This includes clients and families from both current and past assignment. Signing this document lets us know that you understand the importance of respecting the right of your clients and his or her family to keep sensitive and personal information private.
3. **Review our Reporting & Learning Form and sign your receipt of the form** – Incidents and near-misses can happen while you are working with clients and families. The purpose of reporting incidents is to ensure we learn from previous events and develop best practices. The safety of all people involved within our organization as well as the public is important to us. Please sign that you have familiarized yourself with this form and that you will complete a report if and as necessary.



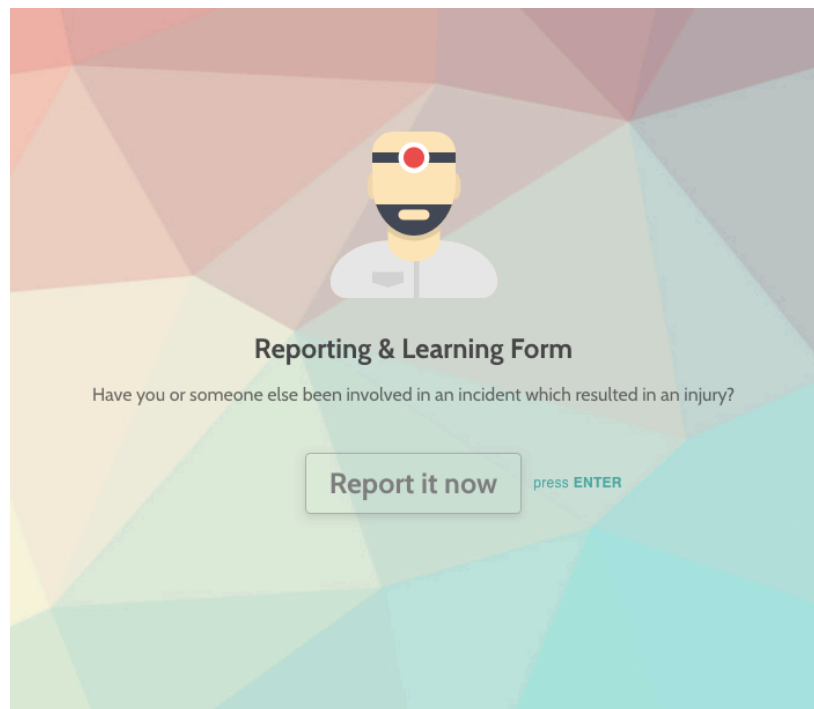
ENABLE

YOUR COMMUNITY

REPORTING & LEARNING FORMS

Incidents and near-misses can happen while you are working with your client and his or her family. The purpose of reporting incidents is to ensure we learn from previous events and develop best practices to ensure the safety of all people involved within our organization as well as the public. Please familiarize yourself with the [Reporting & Learning Form](#) used at Enable and complete if and as necessary.

- 1 INCIDENTS An incident is an unusual occurrence that caused harm to yourself, the client, the family, or member(s) of the public while supporting your client.
- 2 NEAR-MISSES A near-miss is an incident that had the potential to cause harm to yourself, the client, the family, or member(s) of the public while supporting your client.
- 3 REPORTING & DOCUMENTATION Any and all incidents and near-misses require reporting as soon as possible. Reporting should occur prior to the end of your shift with the client or, when the primary caregivers are unavailable, the incident or near-miss must be reported within 24-hours.



I have read and accept the above terms extended to me by Enable Community Support Ltd. and acknowledge that I have been provided the necessary information to report incidents and near-misses. I agree that these terms are reasonable and agree to be bound by them.

Signature

Date

Name (please print)