

Community Support Program

Merritt, North Okanagan and Shuswap-Columbia
October 7, 2024 – March 21, 2025

Okanagan College



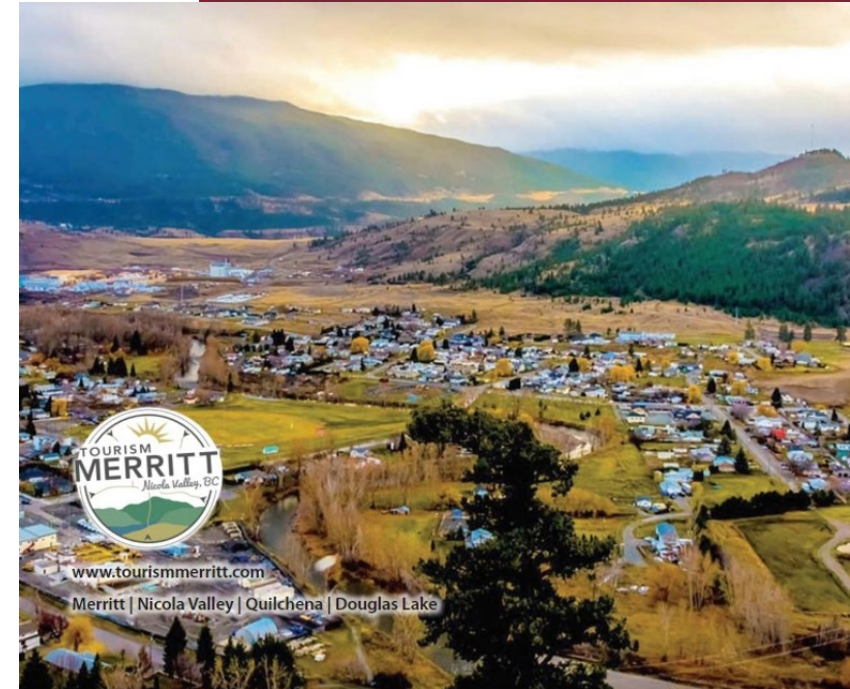
Community Support Program

Oct 7, 2024 – Mar 21, 2025

(training dates)

2 Simultaneous Cohorts: 10-15 participants each

- 1st cohort: Merritt
- 2nd cohort: North Okanagan, Shuswap-Columbia
- Program mostly completed online
- Some in-person short-term courses and lab days for all participants – held in Merritt for 1st intake and at Vernon campus for 2nd intake



Community Support Program

- Included in project:
 - MS365 software provided by OC
 - Covered by PBLMT funding
 - Participant supplies (binder, pens, notebooks, earbuds, USB stick, etc.)
 - Laptop
 - CRC fee

Target Groups

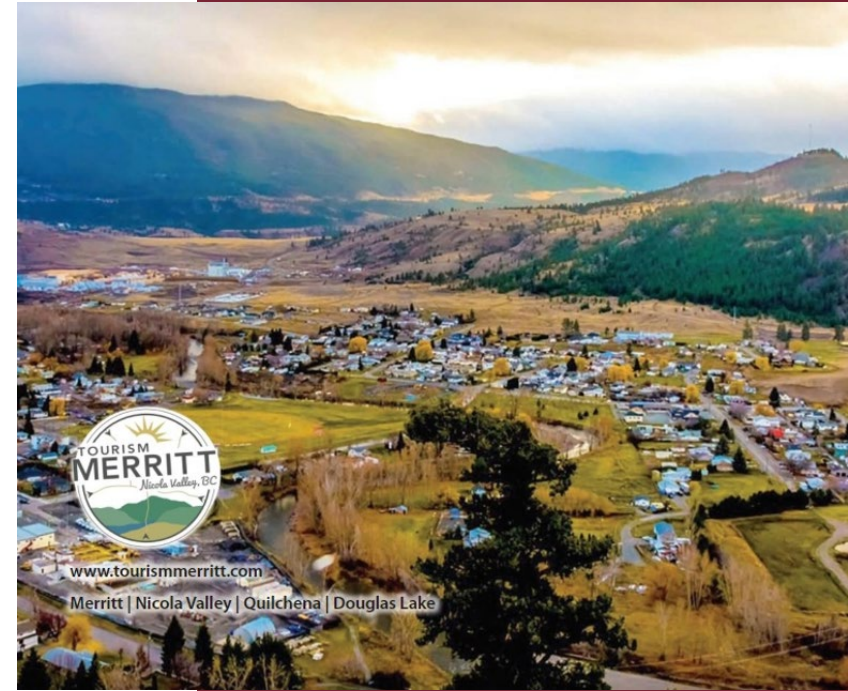
- Immigrants and Newcomers
- Youth
- Indigenous Peoples
- Persons with Disability
- Multi-barriered

Admission Requirements

- Immigrant and Newcomer applicants must achieve a minimum Canadian Language Benchmark (CLB) Level 4, with Level 5 or 6 being preferred.
- Criminal Record Check – Vulnerable Persons:
A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office

Recruitment Plan

- Meta and Google campaigns
- OC Community Support Program webpage
- OC Poster linked to webpage
- Email to WorkBC centres and community partners with program overview and PPT
- WorkBC Case Manager Meetings – Vernon (Sept 4), Merritt (Sept 5), and Salmon Arm/Revelstoke (Sept 10)
- WorkBC Info sessions for referrals: Merritt (Sept 5), Vernon (Sept 9), Salmon Arm (TBC) and Revelstoke (TBC)



Key Activities and Timelines

Activity	Timeline	# of weeks
Recruitment	August 26 – October 4, 2024	6
Orientation & Essential Skills Training	Oct 7 – 25, 2024	3
Short-term Courses (certification)	October 28 – November 8, 2024	2
Occupational Skills training - Community Support	November 12 – December 13, 2024, and January 13 – February 7, 2025	9
Employability Skills	December 16 – 20, 2024 and January 6 - 10, 2025	2
Work Experience	February 10 – March 7, 2025	4
Follow-up & Job Search Support	March 10 – 21, 2025	2
Project Wrap-up, Evaluation, and Final Reporting	March 24 – 28, 2025	1

Essential Skills

- Welcome Orientation and Laptop Set-up
- Introduction to Learning Management System
- Personal development courses:
 - Self-awareness
 - Working in Teams
 - Communication Skills
 - Conflict Resolution
 - Goal Setting and Time Management

Short-term Course Certifications

- Computer skills, including:
 - Navigating MS365
 - Word - Beginner
 - Excel - Beginner
- FOODSAFE – Level 1
- WHMIS
- Occupational First Aid – Level I and CPR C
- Mental Health First Aid
- Non-Violent Crisis Intervention
- ASIST Applied Suicide Intervention Skills

Community Support Training

- Mental Health and Addictions
- Communication Strategies and Systems
- Interpersonal Skills for Professional Practice
- Disability and Belonging
- Health Care Skills
- Values, Ethics and Practice in the Community Support Field

Employability and Work Search Strategies

- Targeted resume and cover letters for the Community Support field
- Mock interviews
- Job search skills

Work Experience

- Participants will be matched with a suitable community site

Follow-up and Job Search Support:

- Follow-up, resources and Job Search Support

Community Support Program

Participant Application Process

1. Recommend participant apply for WorkBC services to initiate the eligibility process
2. Request completion of OC Community Support Program Participant Application found on [webpage](#)
3. OC review participant application
4. OC interview participant
5. When WorkBC confirms eligibility, OC to provide letter of acceptance
6. If WorkBC process not complete, OC may provide a conditional letter of acceptance/reverse referral based on preference of WorkBC Centre
7. OC to communicate referral outcomes with WorkBC and update regularly on seat availability for both cohorts

Community Support Program

OC Contacts

Referrals

Leanne Clare, Site Case Manager
lclare@okanagan.bc.ca

Admin

Brooke Mapstone, Site Program Assistant
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Cindy Meissner, Lead Administrator
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Zach Webster, Alternate Lead Administrator
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