

Job Posting
SHARED LIVING COORDINATOR

Posting Date:	June 22, 2017
Status:	Permanent Exempt Position
Hours:	37.5 hours/week flex time*
Compensation:	Salary commensurate with education and experience
Location:	Coquitlam*

* Office is located in Coquitlam but travel through the community is required.

Start Date: Immediately

Job Summary: As the Shared Living Coordinator, you will be assisting adults with a developmental disability and their families/networks to find long-term, mutually satisfying living arrangements that focus on relationships, personal growth, independence, and participation in community. This includes ensuring the quality of current shared living settings, satisfaction of persons served and their support networks, as well as overseeing the recruitment, screening, selection, monitoring and evaluation of all independent contractors. The Shared Living Coordinator will also be responsible for promoting new and creative individualized options.

The role will function as an integral member of the services team, working with personnel across Adult, Family and Children's Services to guide the growth and development of the program to respond to residential service requests, identified needs in the community, and transition planning with adults and youth turning 19.

The successful candidate will have excellent relationship-building and networking skills, a person-centred planning approach, be able to work independently, and possess the written and verbal communication skills to liaise with a variety of stakeholders, including people receiving services, family members, shared living providers and funders.

Qualifications: Degree in related Human/Social Service field, or equivalent combination of education and experience.

Experience:

- Minimum of five years recent related experience
- Excellent time management, organizational and leadership abilities
- Knowledge of current theory, principles and practice in the field

Other:

- Satisfactory Criminal Record Check, and First Aid certification
- Knowledge of computers and Office software
- Use of a personal vehicle is required for this position
- Valid Class 5 driver's license

We welcome applications from all qualified candidates. This position is open to male and female applicants. Only those selected for an interview will be contacted. To apply for this position, please email your resume and cover letter with the position title in the subject line to the attention of Andrea Mohr at employment@sfscsl.org or fax to 604-936-3013.

Application Deadline: July 14, 2017