



**EMPLOYMENT OPPORTUNITY
POSTING # 17-CL-HS-PC-02**

Fraserside Community Services Society invites applications for the following position:

Job Title: HOME SHARE COORDINATOR (Part-time)
Classification: Standard Grid Level 14 – Program Coordinator 2
Rate of Pay: \$25.37 per hour and increments in accordance with the terms of the Collective Agreement

JOB SUMMARY:

The chosen candidate will be responsible for: person centered service coordination, referral, intake, planning, support and service recommendations for individuals including the development, implementation and regular review of an individual plan for each individual; recruitment, selection and evaluation process of Home Share Providers; meeting with the family and/or present Home Share provider and the supported individual to determine care needs and criteria for new Home Share providers; ensuring the program functions effectively to meet individuals' needs in accordance with funder's contract, Fraserside policies and procedures and all relevant Acts and Regulations.

QUALIFICATIONS:

- Minimum Diploma in human service field and three years experience working with people with a developmental disability and a minimum of one year experience in a supervisory role or an equivalent combination of education, training and experience
- Sound working knowledge of theory, principles and practices in community living, home share model for persons with a developmental disability and strong community living values
- Experience in handling referrals, intake, individual planning and promoting home and community involvement
- Experience in the recruitment, selection and evaluation process of Home Share providers
- Ability to function efficiently under pressure and manage multiple concurrent demands
- Knowledge of Community Living BC policies and the Quality of Life framework an asset
- Augmentative communication training preferred
- Demonstrated ability and commitment to working effectively with diverse populations
- Valid First Aid/CPR, Non-Violent Crisis Intervention certification; Mandt System Training an asset
- Class 4 BC restricted Driver's License; Reliable personal vehicle with business insurance and \$3,000,000 third-party legal liability insurance required
- Working knowledge of Windows operating system and MS Word; familiarity with an electronic case management system is preferred
- Successful Criminal Record Check

HOURS OF WORK: 24 hours per week, Monday - Wednesday. Flexibility in the hours of work is required in order to meet program and departmental needs as authorized by the Program Manager.

This position is open to male and female applicants except where bona fide occupational requirements prevent it. This position requires union membership.

Applicants are requested to submit a cover letter, resume, quote posting number, provide an E-mail address and telephone number, and include qualifications, experience and any other information that may assist the Society in arriving at a hiring decision. E-mail applications to hr@fraserside.bc.ca

DATE EMPLOYMENT OPPORTUNITY POSTED: 12 July 2017
DATE EMPLOYMENT OPPORTUNITY CLOSED: 21 July 2017

Fraserside is an equal opportunity employer. We thank all applicants for their interest in Fraserside. Only those selected for an interview will be contacted.