



Thompson Okanagan Community Services Co-operative (TOCSC) is an organization devoted to enriching the lives of persons with diversabilities. We aspire to enhance the lives of people we support. Whether alone or in partnership, we offer services that focus on promoting community connections, personal independence, meaningful employment and socially valued roles.

Position Title: Service Coordinator

Overall Responsibility: Service Coordinators are actively involved with Support Workers, persons served and their families to inspire and encourage the development and delivery of services and plans that work towards the realization and accomplishment of each person's potential and choices within inclusive communities. On a day-to-day basis, Service Coordinators are responsible and accountable for the "hands-on" supervision of services to individuals, as well as direct support and the associated administrative functions.

Key Areas of Responsibility:

- Oversee the selection, supervision, coaching and development of employees
- Provide leadership and contribute directly to networking, planning, administration and evaluation of services to ensure adherence and commitment to the principals, values and goals of TOCSC
- Developing opportunities in the community for those we support to be seen as contributing members
- Maintain a strong understanding of person centered thinking and planning

Experience: 3 to 5 years progressive experience in a human services setting. Must have a strong commitment to the philosophy and values of Social Role Valorization. Demonstrated ability to advocate and promote self-advocacy. Excellent oral and written communication skills. Ability to engage with families and employees at all levels, both internal and external to the Agency. Ability to work independently and within a team setting. Working knowledge and experience with quality assurance measures and accreditation standards. Practical knowledge and application of Microsoft Office and willingness to learn other software programs as required. Skill, knowledge and practical experience in the community living sector regarding positive behavioural approaches.

Working Conditions: May require the ability to conduct physical manoeuvres and be prepared for work of a demanding physical nature, including but not limited to lifting, bending and twisting. Frequently required to be resourceful, use multi-tasking, be creative and imaginative, with the ability to problem-solve and negotiate and be capable of understanding an individual's needs, both

emotionally and physically. Demonstrate flexibility, creative problem solving and sound crisis management techniques incorporating effective collaborative approaches. Demonstrate ability to manage multiple tasks, detail oriented, well organized and self-motivated. Must undergo a Criminal record check. A valid Driver's license and access to a reliable vehicle with three million dollar automobile liability insurance is required.

Other Information and Requirements: Positive Criminal Record Search. Physician's Certificate of Fitness and Valid certificate in First-Aid

Reports to: Executive Director

Hours of Work: Flexible schedule based on 40 hours per week

Compensation: We offer a competitive wage, Municipal Pension Plan (MPP) and an excellent benefit package upon completion of a 6 month probationary period

If you are interested in this rewarding and life changing experience, please send your complete resume and cover letter with references to one of the following addresses:

By direct mail:
TOCSC
281 Seymour St.
Kamloops, BC
V2C 2E7

By fax:
778. 471.3374

By phone:
778.471.3377