



Community Housing Coordinator

Position Type: 2 Full Time positions available

Location: 1 Coquitlam, BC; 1 Vancouver, BC

Compensation: From \$29.17 – \$33.49 per hour – as per Community Living Collective Agreement

Work Schedule:

Coquitlam:

Sunday 7am – 3pm

Monday 8am – 4pm

Tuesday to Thursday 1pm – 9pm

Friday and Saturday OFF

Vancouver:

Sunday 8am – 4pm

Monday 7am – 3pm

Tuesday to Thursday 1pm – 9pm

Friday and Saturday OFF

posAbilities assists individuals with developmental disabilities to lead meaningful and healthy lives. We accomplish this by partnering with local communities to provide a comprehensive range of person-centred services for individuals and the families who care for them. We thrive to help our employees experience joy, meaning and beauty at work. They have more opportunities to be creative and autonomous, living life doing what they love.

We are looking for a Community Housing Coordinators who will help lead staff teams and meet or exceed the acceptable standards of service delivery to our persons served. The residential service position is a unionized role and reports directly to the team leader. The Coordinator will be in charge of daily operations, such as administration and scheduling in a residential home. You have an opportunity to be a positive impact in people's lives.

YOUR Typical Day

- You will be responsible in ensuring that all the needs of our person's served are met. You will assist them in their daily routines, from helping to get dressed, administering medication, being out with them socially, supporting them emotionally and educating them throughout the day.
- You will be actively involved in the assessment, goal setting, and service planning of several of our persons' served. You will also document, implement and provide input in evaluation of the programs.
- You will be monitoring and authorizing house/program expenditures and maintain accurate financial records.
- You will work closely with the Team Leader in providing orientation, training, work direction, and guidance to Community Support Workers.
- You will communicate with various staff members to help create their schedule.

- You know your way around New Westminster area, being able to identify recreational and educational services in the community.

About YOU:

- You are a leader, someone who people look to for support and guidance. You have two years of experience in a leadership role.
- You hold a diploma or certificate in human services or a related discipline.
- You are ethical and act with integrity in all that you do. You encourage innovation, learning and growth. You embrace diversity, and believe every person is an equal and valued member of the community. You are person-centred in your thinking and action.
- You have experience working with persons' with developmental disabilities, such as autism, and/or challenging behaviours.
- You have also worked with complex health care needs such as epilepsy, seizure management and Fetal Alcohol Syndrome or Effect (FAS/E).
- You are a confident writer, speaker and are rarely intimidated in any conversation. You can use and develop alternative language programs to communicate. You are able to use your communication skills to liaise with a range of health professionals and families.
- You are an independent worker but are not shy to ask for help or assist others in a team setting.
- Your friends would describe you as mature, tact, reliable, consistent, someone who takes initiative; have good judgment and problem-solving abilities.
- You may not be a tech guru, but you know your way around Microsoft Office.

You MUST have the following:

- Emergency (or Community Care) First Aid and CPR level B, or C + AED
- TB test Performed within BC
- A medical Self declaration certifying your ability to safely perform duties required
- A clear Criminal Record Check for Children and Vulnerable Adults (a consent form will be provided upon hire)
- **Class 4 driver's license**
- Important Note: Applicants without a current/valid class 4 driver's license are encouraged to apply with the commitment that if successful, a class 4 driver's license must be obtained within probationary period upon start of this position.

YOUR Application: Please apply with your resume via our website at www.posAbilities.ca/careers or via email at careers@posAbilities.ca .

posAbilities is committed to supporting good and full lives, for everyone. Our organization is a place where inclusion, diversity, equity and accessibility are integral to our culture and operations. Our goal is to support every person in presenting their true self within the communities where they live and work.

At posAbilities we are committed to fostering an inclusive workplace environment, and we actively seek to identify, eliminate and prevent barriers to employment, including those that may be within our hiring process. We recognize that individuals may require accommodations to fully participate in our hiring process. If you need assistance or accommodation at any stage of the process, please feel free to reach out to us at careers@posabilities.ca for further assistance.