



Community Housing Coordinator

Position Type: 2 Full Time positions available

Location: Coquitlam, Vancouver

Compensation: From \$30.95 per hour – as per Community Living Collective Agreement

Work Schedule:

1) Coquitlam:

Class 4 Required

Sunday 8am to 4pm

Monday 7am to 3pm

Tuesday - Thursday: 1pm to 9pm

Friday - Saturday: OFF

2) Vancouver:

Class 4 Required

Sunday 8am to 4pm

Monday 7am to 3pm

Tuesday 1pm to 9pm

Wednesday 1pm to 9pm

Thursday 1pm to 9pm

Friday - Saturday: OFF

SHIFTS

Community Housing Coordinators are expected to work pre-determined schedules as per program needs. Some flexibility in work hours may be required to attend meetings and appointments as they pertain to persons served.

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-centered 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

- Assists in providing orientation, training, guidance and feedback to Community Support Workers. Performs duties such as clarifying program protocols, reviewing work performed, and scheduling workers. Provides input into staff and program meetings as well as performance evaluations.
- Liaises with other agencies, stakeholders, professionals, licensing departments and other community resources.
- Participates in Person Centered Planning. Documents, implements and provides input into the evaluation of persons served programs.
- Identifies persons served interests and abilities including cultural and religious factors.
- Identifies community events and opportunities that match an individual's interests and which provide opportunities for social connection and belonging.
- Facilitates relationships and connections wherein persons served expand their personal support networks and find new and meaningful relationships.
- Facilitates growth in independence of persons served so that it reflects natural levels of social interdependency
- Works towards achieving Community Engagement goals. Engages persons served in all aspects of their daily living.
- Assists with case management, identifies potential problems and reports all difficulties. • Maintains financial records of persons served ensuring purchases are appropriate and within budget guidelines.
- Monitors and authorizes expenses within the program budget.
- Maintains care plans of persons served and other related records.
- Identifies, analyses and deals with urgent or emergency situations and ensures that the health and safety of persons served is closely monitored and risks mitigated. Reports all concerns to the Team Leader in a timely manner.
- Facilitates access and participation in the community and in the home for persons served.
- Is knowledgeable of and encourages each person served to develop and expand his/her methods of communication
- Ensures that all applicable regulations and standards are adhered to and maintained.
- Ensures that meals are nutritious, varied and respect individuals' preferences and meet nutritional needs as required.
- Where applicable, ensures that the health needs of persons served are monitored including that regular medical and dental check-ups take place, that care plan directions are followed, that current and appropriate documentation is maintained with regards to health needs, that preventative safety and health care techniques are practiced on an on-going basis.
- Monitors all aspects of the Health and Safety Program including safety and emergency procedures, in order to provide a safe work environment. Ensures follow up on corrective actions with Team Leader.
- Ensures program property and vehicles are maintained according to schedule and that related documentation is completed.
- Performs other duties as required. You will communicate with various staff members to help create their schedule.

About YOU:

- A certificate in human services or a related discipline

- Minimum two years of experience working with people with developmental disabilities and/or physical/medical/behavioural support needs
- A strong commitment to the philosophy of people with disabilities living and working in the community
- Demonstrated ability to work in a team setting, with an emphasis on leadership, self-initiative, maturity and tact
- Excellent written and verbal communication skills
- Intermediate computer skills: use of email, MS Word, MS Excel, web-based applications
- Excellent organizational skills
- Demonstrated teaching and coaching ability
- Knowledge of the local community's resources and services
- A commitment to the principles of accreditation demonstrated through CARF Standards
- Commitment to the maintenance of licensing standards
- Demonstrated ability to communicate and liaise with families and professionals

You MUST have the following:

- Emergency First Aid and CPR level B, or C + AED
- TB Screening
- 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.