



JOB POSTING
April 8th 2019

Posting # 110418

Position Title: Program Coordinator – CLSA Program
Reports to: Program Director of Community Living Services for Adults

Job Summary:

Oversees the day-to-day operations of one or more Community Connections program(s). This includes the planning and coordination for the programs(s), staff assignments and direction; while ensuring the goals and objectives of the organization are met. Will also provide direct client services within the program(s). Promotes an awareness of, and compliance with, standards necessary for the ongoing accreditation of the organization.

Key Duties and Responsibilities:

1. Oversees the day-to-day operations of assigned program(s). Develops implements, coordinates and evaluates plans and programs designed to ensure that the clients' needs are met. Ensures that program standards, guidelines and policies of the organization are maintained and that all licensing requirements are met.
2. Supervises and evaluates program staff's work inclusive of professional development in coordination with the Director of Community Living Services for Adults. Participates in the training of staff and follows up training throughout the probationary period.
3. Ensures that appropriate systems are in place to support and maintain programs.
4. Ensures that accurate program and client records (e.g. data for individual programs and case recording) are maintained and that confidentiality is a priority. Ensures that all pertinent documentation is complete.
5. Ensures effective communication with staff, families, health professionals, and individuals supported.
6. Conducts special studies and maintains a current awareness of developments in assigned area of responsibility.
7. Assists in identifying non-compliance with organizational and program standards and identifies the necessary actions to be taken to meet those standards.
8. Provides staff and individuals supported with an effective, positive role model.
9. Follows the Program procedures to ensure the safety and well-being of all participants as per the Health and Safety policies and procedures
10. Performs other related duties as required.

Qualifications, Education, Training and Experience:

1. At least three years relevant work experience required for this position. Direct program delivery experience in the community social services sector with a demonstrated working knowledge of community-based programs and related provincial and community support services systems is preferred.
2. Specific program, legislative/policy, provincial and other government frameworks and systems, labour relations or professional knowledge may be necessary depending on individual program requirements.
3. Prior teamwork, leadership and supervisory skills.
4. Ability to relate to individuals who have a Developmental Disability in a professional, supportive, respectful and compassionate manner.
5. Ability to demonstrate initiative, and make appropriate decisions as necessary.
6. Ability to support individuals to meet their goals as stated in their ISP.
7. Ability to advocate for individuals within the community or organization as necessary.
8. Class 4 Driver's License and Driver's Abstract



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9. Current First Aid Certificate Level 1 or equivalent

Job Skills and Abilities

1. Demonstrated knowledge of relevant formal program delivery and evaluation skills.
2. Well-developed planning and administrative skills.
3. Excellent interpersonal behavior and communication skills.
4. Good organization, time and general management skills.
5. Ability to manage multiple, and sometimes conflicting, priorities.

Additional Information:

This position is required to work in a stressful environment, often dealing with individuals or staff in crisis situations. Work may be conducted outside normal office hours.

Wage: \$24.36/hour

Location: Residential

Hours: 28 hours per week, 4-5 days per week, Permanent

Closing Date: April 17th 2019

Start Date: As soon as possible

Applications must include a current resume with a cover letter stating your qualifications and education for the Posted Position to:

Thomas Zuliniak
Human Resource Specialist
Community Connections (Revelstoke) Society
Ph: 250 837 2920 Ext. 41
Email: tzuliniak@community-connections.ca

Community Connections is a CARF accredited organization