



**VERNON AND DISTRICT ASSOCIATION
FOR COMMUNITY LIVING**

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File: JPMar18-1

JOB POSTING

March 2, 2018

This position is open to all applicants regardless of gender identity.
A valid BC Driving License is required. The employee may be required to use their own automobile in the performance of the duties in this position.

Position: **REGULAR PART-TIME HOMESHARE CO-ORDINATOR**
Qualifications: As per job description, see attached
Skills/Abilities: Attendance record and performance evaluation history will be considered as relevant to final candidate selection
Experience: As per job description, see attached
Wage: To be determined
Location: Venture Training Main Office
Shift Schedule: To be determined
Hours per week: 20 hrs per week

CLOSING DATE: March 9, 2018 by 2:00 pm

Submit **current resume with cover letter**, clearly outlining experience as it pertains to outlined qualifications, duties and requirements, in confidence, to:

Janet Hackman
Human Resources Manager
Venture Training, VDACL
Fax: 250-549-3394
Email: jhackman@vdacl.ca

We thank all those who apply, however only those interviewed will be contacted.

"Turning disabilities into abilities."

Position Title: Homeshare Coordinator

Position Reports to: Executive Director
Eileen Howells

Grid Level: External

**New
Changes**

Revised

No

Date Approved:

Job Summary:

The Homeshare Coordinator is given responsibility for implementation of standards for home sharing; monitoring individual and program outcomes; operations and administration of services; recruitment, retention, and support of the home sharing network; crisis response; and complaint resolution. This person is expected to adhere to all the regulations imposed upon the Vernon and District Association for Community Living (VDACL) by the Provincial Licensing (Interior Health) agency, Community Living B.C., and VDACL's own policies and procedures.

Reports to: Executive Director

**Key Duties and
Responsibilities:**

1. To implement standards as specified by Community Living B.C. Standards for Home Sharing (Adults).
2. To monitor individual and program outcomes in accordance with the Monitoring Tool for Home Sharing (Adults).
3. To administer services in accordance with Community Living B.C. Standards for Home Sharing (Adults).
4. To uphold the recruitment, retention, and support of the home sharing network.
5. To be the contact person in the event of an emergency and to have in place guidelines which clearly define what is an emergency and how such situations are to be dealt with and by whom.
6. To uphold the safety first philosophy of VDACL and to advocate for the quality of life of the men and women served by the Association.
7. To develop, for approval, new policies or revisions of the existing, as they are required in consultation with the Executive Director.
8. To ensure that all plans for each individual are complete e.g. Health, Oral Health, Nutrition, Recreation, I.S.P., etc.

9. To ensure that each of the above plans are carried out and to keep an ongoing chart of each.
10. To develop and implement a continuing education program for home share providers.
11. To liaise with the community, government, families, officials, professionals, organization staff as required.
12. To perform other related duties as required.

Education and Experience:

With at least three years experience in a senior supervisory position within a similar group home. Post secondary training in a related field with a minimum of Special Needs Worker Certificate, BSW Administration, financial management and supervisory experience required as well as current First Aid, CPR, satisfactory Criminal Records Check, and Class 4 Drivers Licence.

Additional Qualifications:

- demonstrated supervisory skills
- demonstrated ability to supervise resident care and related services
- demonstrated financial management skills
- demonstrated leadership skills
- demonstrated knowledge of labour relations and collective agreement
- demonstrated ability to promote community awareness, positive public relations, and individual advocacy
- demonstrated knowledge of licensing requirements
- demonstrated ability to promote and deliver services within the service principles established by the funding agency
- demonstrated skills which address health, behavioural and safety needs
- must be approved within a three month period of beginning probation

Other job skills and abilities

Ability to make general health assessments
Excellent oral, written, and interpersonal communication skills
Demonstrated leadership skills
Thorough knowledge of program issues
Knowledge of team building and conflict resolution skills
Support individuals to maintain or increase daily living skills
Develop programs to meet individual outcomes

To participate in Association committees relevant to residential program e.g. Fundraising, Accreditation, Health & Safety, etc.