



inclusion
powell river

Job Posting #21-257

Residential Coordinator 1

We are currently hiring for a Residential Program Coordinator 1

Program: Forest Cottage Residence
Job Status: Permanent Full Time (Line 96)
Pay Rate Grid Level 12 (\$24.48 – \$28.52)

Hours of work 4 on 4 off; 4 days (0800-2000)

Closing date: October 15, 2021

Additional Details: This position is open to male, female and non-binary applicants
This position requires union membership

Nature of Position

The Coordinator 1 assists the Residential Manager (Services) in providing orientation, training, work direction and guidance to Residential Support Workers. The Coordinator 1 strives to create a warm and comfortable home atmosphere that fosters a sense of belonging and empowerment for residents both at home and in the community. The Coordinator 1 facilitates growth and development by providing opportunities for increasing independence and community involvement. The Coordinator 1 establishes and maintains a warm and personal relationship with each individual living in the residence. The Coordinator 1 establishes and maintains relationships of trust, security and unconditional support and implements behaviour programming focused on teaching effective coping skills to residents that promotes greater personal autonomy and richer life options. The Coordinator 1 effectively carries out programs and structures, with the guidance of consulting professionals, for individuals who are autistic, deaf or blind or who have another complex disability. The Coordinator 1 is a dedicated and knowledgeable member of a comprehensive organization wide support team. As such, when deemed qualified with appropriate skills and abilities, he/she may provide services to individuals in related programs, when required. The Coordinator 1 participates in ensuring that the strategic goals of the agency are met.



Required Abilities

- Ability to interact effectively and develop positive relationships with specific residents living in the home.
- Excellent oral and written communication skills.
- Proven ability to use personal computer and appropriate software effectively to complete the positions work on time. This includes at a minimum file management, e-mail, internet search, and word processing skills.
- Excellent interpersonal behaviour and communication skills.
- Knowledge of theory, principles and practices of the community living sector.
- Proven ability to assist in emergencies.
- Demonstrated ability to teach skills and work effectively with others.
- Ability to involve residents in personal and household routines as well as work, recreation and other community activities.
- Good organization, time and general management skills.

Please note: Shift schedules may change due to operational requirements.

Qualifications

Preference will be given to candidates with a Community Support Worker or Home Support/Care Attendant Certificate.

An equivalent combination of education and experience may be considered

Requirements for Ongoing Employment

- Criminal Record Check (renewable every 5 years)
- TB Test
- A valid WCB-approved First Aid Certificate (OFA Level 1) (willing to train)
- Class 4 BC driver's license (willing to obtain within 6 months of employment)

How to Apply

If you wish to be considered for this position, please apply and forward your resume to apply@inclusionpr.ca. **You must quote the posting number in the subject line of your email.** Applications will only be accepted in the methods above. Applications submitted to any other address will not be considered.

Recall

Any Employees on Recall applying for this position will be considered in accordance with the Collective Agreement Language. Article 13.5 Recall.