

SFRS
Employment Opportunity – Full-time
Internal / external posting

The Adult & Family Service Department is looking for a Home Share Coordinator. The primary role of the Home Share Coordinator is to recruit, support and monitor the individual home sharing contractors who provide living accommodation and person centered support to adults with a developmental disability. The job takes place in the **Greater Victoria area**.

Requirements:

Candidates will have:

- The ability to process Home Share applications using the Community Living BC Home Study process.
- The ability to ensure implementation of CLBC Standards of Home Sharing, including completion of necessary paperwork.
- The ability to meet with prospective Home Share resident to determine appropriateness for placement and facilitate placement with a suitably matched Home Share provider.
- The ability to support Home Share Providers in assisting the individuals that they support to achieve outcomes as stated in their person centered plan and health care plan.
- The ability to coordinate on-going training for Home Share Providers.
- The ability to coordinate crisis response, assists with problem solving and respite if necessary.
- The ability to review all complaints, conduct investigations, disseminate information and produce reports and make recommendations for any action to be take including termination of the contract and immediate relocation for the individual in the home.
- Ability to work independently, with minimal supervision
- Class 5 drivers' license and use of a reliable vehicle, an asset.

Education and skills:

- A degree in Social Services or a related field and some related experience.
- Good oral and written communication skills.
- Excellent organization skills
- Excellent computer skills with knowledge of internet applications and applicable office software
- Knowledge of local community services for people with disabilities, an asset

This posting closes on September 25th, 2017 at 4:30pm

Please submit a cover letter and resume Attention Shannon Brower, Adult and Family Services Manager

Email: sbrower@sfrs.ca

Fax: 778-433-1203

Mission statement: The Society is dedicated to caring for families and individuals of all ages in the South Vancouver Island Community by providing services in parenting support, child, youth and family development and mental health and addictions. We are dedicated to building a healthy, empowered community by promoting life-long learning, mutual care and respect.