



## **Community Housing Coordinator**

**Position Type:** 1 Full Time position available

**Location:** Burnaby

**Compensation:** From \$29.17 – 33.49 per hour – as per Community Living Collective Agreement

**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-centred 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**

- You will be responsible in ensuring that all the needs of our person's served are met. You will assist them in their daily routines, from helping to get dressed, administering medication, being out with them socially, supporting them emotionally and educating them throughout the day.
- You will be actively involved in the assessment, goal setting, and service planning of several of our persons' served. You will also document, implement and provide input in evaluation of the programs.
- You will be monitoring and authorizing house/program expenditures and maintain accurate financial records.
- You will work closely with the Team Leader in providing orientation, training, work direction, and guidance to Community Support Workers.
- You will communicate with various staff members to help create their schedule.
- You know your way around New Westminister area, being able to identify recreational and educational services in the community.

### **About YOU:**

- You are a leader, someone who people look to for support and guidance. You have two years of experience in a leadership role.
- You hold a diploma or certificate in human services or a related discipline.
- You are ethical and act with integrity in all that you do. You encourage innovation, learning and growth. You embrace diversity, and believe every person is an equal and valued member of the community. You are person-centred in your thinking and action.
- You have experience working with persons' with developmental disabilities, such as autism, and/or challenging behaviours.
- You have also worked with complex health care needs such as epilepsy, seizure management and Fetal Alcohol Syndrome or Effect (FAS/E).
- You are a confident writer, speaker and are rarely intimidated in any conversation. You can use and develop alternative language programs to communicate. You are able to use your communication skills to liaise with a range of health professionals and families.

- You are an independent worker but are not shy to ask for help or assist others in a team setting.
- Your friends would describe you as mature, tact, reliable, consistent, someone who takes initiative; have good judgment and problem-solving abilities.
- You may not be a tech guru, but you know your way around Microsoft Office.

**You MUST have the following:**

- Current Community Care 1st Aid and CPR level A or C
- Current TB test
- A clear Criminal Record Check for Children and Vulnerable Adults (a consent form will be provided upon hire)
- A Valid BC Class 5 Drivers License and clean driving record
- Class 4R or 4U driver's license considered an asset (required in some programs)
- Current Health Care Aid Certificate (required in some programs)

**Additional assets YOU may have we value:**

- Class 4 Driver's License

**COVID-19 considerations:** To ensure health and safety of our employees and persons served, posAbilities is in full compliance with WorkSafe safety protocols.

**YOUR Application:** Please apply with your resume via our website at [www.posAbilities.ca/careers](http://www.posAbilities.ca/careers) or via email at [careers@posAbilities.ca](mailto:careers@posAbilities.ca) .