

OUTREACH COORDINATOR – JOB DESCRIPTION – GRID LEVEL 12

The Outreach Coordinator is accountable to the Team Leader.

MANDATE

To facilitate meaningful and enriching activities for adults with developmental disabilities focusing primarily on building social connections and belonging in the community. To foster community relationships by building on abilities of persons served. To ensure that the staff team meets acceptable standards of service delivery to people with disabilities in their home. The Outreach Coordinator assists the Team Leader in providing orientation, training, guidance and feedback to employees under the Team Leader's supervision.

EDUCATION AND QUALIFICATIONS

- A certificate in human services or a related discipline
- Minimum two years of experience working with people with developmental disabilities and/or physical/medical/behavioural support needs
- A strong commitment to the philosophy of people with disabilities living and working in the community
- Demonstrated ability to work in a team setting, with an emphasis on leadership, self-initiative, maturity and tact
- Excellent written and verbal communication skills
- Intermediate computer skills: use of email, MS Word, MS Excel, web-based applications
- Excellent organizational skills
- Demonstrated teaching and coaching ability
- Knowledge of the local community's resources and services
- A commitment to the principles of accreditation demonstrated through CARF Standards
- Where applicable a commitment to the maintenance of licensing standards
- Demonstrated ability to communicate and liaise with families and professionals
- Class 5 or where required an Unrestricted Class 4 driver's license; clean driving record
- Current Emergency First Aid and CPR certification
- Current Mandt System certification
- Medication Administration training
- Foodsafe certification where required
- Training in alternate methods of communication where required
- TB Test clearance
- Criminal Record Search for Children and Vulnerable Adults – clearance

SHIFTS

The Outreach Coordinator is expected to work pre-determined schedules as per program needs. Some flexibility in work hours may be required to attend meetings and appointments as they pertain to persons served.

RESPONSIBILITIES

- Assists in providing orientation, training, guidance and feedback to employees in the Supported Living Network.
- Performs duties such as clarifying program protocols, reviewing work performed, and scheduling workers.
- Assists in maintaining staff documents and requirements
- Provides input into staff and program meetings as well as performance evaluations.
- Liaises with other agencies, stakeholders, professionals, licensing departments and other community resources.
- Participates in the assessment, goal setting and service planning of persons served on an as needed basis. Documents, implements and provides input into the evaluation of persons served programs.
- Assists with case management, identifies potential problems and reports all difficulties.
- Monitors and authorizes expenditures and maintains financial records of persons served and program according to established procedures.
- Conducts all office supply purchasing.
- Assists in maintaining persons served documentation and other related records.
- Supports persons served on an as needed basis, backfilling for regular staff absences in emergency situations when no other replacement staff is available.
- Reviews and inputs information for payroll and tracking purposes.
- Identifies, analyses and deals with urgent or emergency situations and ensures that the health and safety of persons served is closely monitored and risks mitigated. Reports all concerns to the Team Leader in a timely manner.
- Facilitates flow of information and access and/or participation in the community for persons served.
- Facilitates special events.
- Ensures that all applicable regulations and standards are adhered to and maintained.
- Monitors aspects of the Health and Safety Program including safety and emergency procedures, in order to provide a safe work environment.
- Ensures program property is maintained according to schedule and that related documentation is completed.
- Performs other duties as required.

ADDITIONAL INFORMATION

This position requires a moderate level of physical fitness. Some lifting/transferring of persons served and assistance with personal care may be required.

Classification and Grid Level

Residence Worker Senior

JJEP Wage Grid Level 12