

Job Title: PROGRAM COORDINATOR 2 (formally Supervisor)

Job Summary:

- Responsible for supervising an assigned program(s) and caregivers. May include other services or involvement with committees. Ensure that a home comfortable, safe and home-like environment is provided for individuals in our care. Eligibility for licensing approval may be necessary.

Reports to: Executive Director(s) or Manager

Duties and Responsibilities

Program

1. Responsible for the development of program standards, policies and house guidelines, jointly with the Executive Director(s) and/or Manager. To consistently promote and ensure that Individual safety is the top priority.
2. Develops, implements, and evaluates Individual goals, objectives, and procedures and ensures that the required standards are maintained. Identifies both physical and program needs of the home and addresses such needs to the Executive Director(s).
3. Responsible for the scheduling, preparation and facilitation of P.A.T.H.'s (Planning Alternative Tomorrows with Hope) protocol meetings, or planning meetings for each Individual.
4. To ensure each Individual is involved in decision-making situations to his/her abilities.
5. To ensure that each Individual has as much opportunity for personal growth and extensive community integration as possible in order to develop to his/her potential and that his/her rights are protected. These rights shall include (but are not restricted to) religious beliefs, privacy, finances, sexual orientation, and political beliefs.
6. To ensure that liaison occurs with community training programs, employment services, and other community support services as required.

Personnel

1. Responsible in conjunction with the Executive Director(s) and/or Manager to interview, hire, train, supervise, and evaluate caregivers and practicums/volunteers in the home.
2. To plan, assign, and schedule all caregivers shifts and duties and ensure safe and adequate caregivers coverage at all times. Responsible for submitting all payroll timesheets, accurately and on time as per payroll schedule.
3. To authorize all employee time away from work for reasons of over-time, vacation, statutory holidays, and special leaves as defined in the union contract.
4. Responsible for the development of a team approach and to ensure that regular caregivers meetings are held as well as opportunities for caregivers development and training.
5. To ensure that all caregivers promote Individual safety as a top priority.
6. To ensure that all caregivers have current certifications in all licensing requirements such as First Aid/CPR and any other mandatory certification.
7. To ensure that all caregivers are aware of and follow all health and emergency policies and procedures.
8. To ensure that an acceptable standard of all caregivers conduct is maintained within the home and in the community.

Organizational

1. To be responsible for operating within the capital budget of the home in conjunction with the Executive Director(s) and/or Manager.
2. To be responsible to oversee key worker duties in regards to Individual finances, clothing reimbursements, and record keeping and submit documentation as required.
3. To be responsible for all financial information and documentation of all month end (mileage forms, gas receipts, petty cash etc) required by the accounting department, accurately and on time.
4. To be responsible to ensure adequate control, record keeping, and safeguards for all funds within the home.
5. To ensure that the residence and grounds are maintained in accordance with WCB and Licensing regulations and that all repairs and safety hazards are reported promptly and corrected.
6. To ensure that adequate food supplies and medical supplies are available at all times according to licensing standards.
7. To be responsible to ensure that preventative safety and health care techniques are practiced on an ongoing basis, in compliance with W.C.B. regulations and recommendations from the Health & Safety Committee.
8. To promote co-operation and good communication between families, advocates, caregivers, Individuals, other association caregivers, volunteers, community agencies, schools and vocational placements.
9. To attend Individuals and caregiver meetings, development and in-service training sessions.
10. To maintain confidentiality of all caregivers, Individuals, association records and reports.
11. To be available on call as necessary.
12. To read, accept, and practice house guidelines, gentle teaching philosophy, and the policies and procedures of the H.O.M.E. Society.

Education, Training and Experience

1. Graduation from a university or community college with diploma in human services, social work, counseling or a related field and/or a minimum of 2 years supervisory experience in the field of mental and physical challenges or a combination of related education and previous supervisory experience.
2. Formal training in the following areas: Gentle Teaching, systematic assessment of problematic and maladaptive behaviors, and seizure management. Some programs/homes may require specialized training or experience with the specific needs of our Individuals as indicated in the job postings.
3. Eligibility for approval as Program Coordinator by licensing.

Other Required

Class V driver's license

Favorable driver's record

Current First Aid CPR certification

Criminal Record Search

Current TB test

Physicians Health Clearance

MANDT Training

Any other training as required by licensing or the H.O.M.E. Society

Job skills and abilities

1. Demonstrated competency in written and verbal skills.
2. A strong commitment to the Philosophy of Gentle Teaching, and the policies, procedures, and philosophies of the H.O.M.E. Society.
3. Demonstrated ability to work within a team setting, with an emphasis on leadership, self-initiative, patience, maturity and tact.
4. Excellent organization skills.
5. Knowledge of the local community resources provided by the Ministry of Children and families.
6. Ability to work a flexible schedule if necessary based on program needs. Some on-line work is expected.

Additional Information

This position may be required to work in a stressful environment often dealing with Individuals in crisis situations. The ability to function independently and under pressure is an ongoing expectation of this position. Evening and weekend work may be required.