Classification: Program Coordinator 1
Grid Level: 12, JJEP Wage Grid

Job Summary:

- Supervises an assigned program and caregivers under the direction of the Program Coordinator 2 or Manager. May include other services and/or involvement with committees, also ensuring that a home-like, comfortable and safe environment is provided for individuals in our care.

Reports to: Program Coordinator 2 and/or the Director of Culture and Supported Living

Duties and Responsibilities

Program

- Responsible for maintaining program standards, policies and house guidelines.
- To consistently promote and ensure that Individual safety is the top priority.
- Responsible for implementing, and evaluating Individual goals, objectives, and procedures and ensures that the required standards are maintained.
- Responsible for the participation in all P.A.T.H.'s (Planning Alternative Tomorrows with Hope) protocol meetings, or ISP planning meetings for each Individual.
- Responsible for ensuring 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.

Personnel

- Responsible in conjunction with the Program Coordinator 2/ Director: for interviewing, supervising, and evaluating caregivers and volunteers in the home.
- Responsible in conjunction with the Program Coordinator 2/ Director: for submitting all payroll timesheets, accurately and on time as per payroll schedule.
- May be responsible to authorize employee time away from work for reasons of over-time, vacation, statutory holidays, and special leaves as defined in the union contract with approval of the Program Coordinator 2/ Director.
- To ensure that all caregivers are aware of and follow all health and emergency policies and procedures.
- To ensure that an acceptable standard of all caregiver conduct is maintained within the home and in the community.

Organizational

Under the direction or delegation of the Program Coordinator 2/ Director:

- Responsible for overseeing key worker duties in regards to Individual finances, clothing reimbursements, and record keeping and submit documentation as required.
- 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.
- Responsible to ensure adequate control, record keeping, and safeguards for all funds within the home.

- 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.
- To ensure that menus are followed and medical supplies are available at all times according to licensing standards.
- 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.
- To attend caregiver team meetings, development and in-service training sessions.
- To maintain confidentiality of all caregivers, Individual, society records and reports.
- To be available on call as necessary.
- 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

- Graduation from a university or community college with a diploma in human services, social work, counseling or a related field and/or a combination of education/experience and proven and demonstrated leadership qualities in the field of mental and physical disabilities.
- 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 specific needs of our Individuals as indicated in the job postings.
- A good knowledge of licensing and/or ministry regulations.

Other Required

Class V driver's license
Gentle Teaching 1&2
COVID 19 vaccinations
Favorable driver's record
Current First Aid CPR certification
Criminal Record Search
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. 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.