



Date posted	Thursday, April 12, 2018
Title	Resource Coordinator
Status	Permanent Full Time
Language	Bilingualism Essential
Closing Date	Friday, April 30, 2018

Primary Focus

Reporting directly to the Supervisor of Residential and Community Services, the Resource Coordinator is primarily responsible for monitoring the provision of services for eligible children and adults accessing services from Outside Paid Resources (OPR). Through a person-centered approach, the Resource Coordinator oversees planning for the individual's needs. The Resource Coordinator is also responsible for the reassessment and evaluation of current services and supports and future options.

Main Responsibilities

- Engages with the child/adult, assesses current and future options, links children/adults to resources and participates in setting goals through the Plan of Care and Individual Support Plan.
- Develops a Person Centered Plan with each child / adult / family / support network to identify support needs.
- Review with assigned individuals and family the SCS and me booklet yearly as per SIPDDA.
- Provides resource information to OPR/individual and or family
- Establishes and maintains a positive working relationship with the OPR
- Oversees the compliance of the Service Agreement
- Visits their assigned individuals on both a scheduled or unscheduled basis to monitor the provision of service
- Verifies information follows-up and takes appropriate action on any incident or Enhanced/ Serious Occurrence related to the individual's care as reported by the OPR.
- Attends clinical consults, school meetings and other relevant meetings as it relates to the provision of care of their assigned individuals.
- Initiates the Integrated Transition Planning Protocol with schools
- Participates in financial forecasting and budget development
- Reports to the Supervisor any areas of risk to the individual and or SCS
- Works with clients and OPR's in problem solving issues where applicable or required.

- Facilitates financial discussion with OPR as it relates to the policies and procedures of the department
- Maintains the accuracy and integrity of information contained in client files and the agency's database in accordance with established standards;
- Attends clinical supervision to review case load for clinical support and receives direction as needed
- Participates when requested in special projects, by developing detailed plans, conducting analyses, engaging individuals at other agencies and community groups and making recommendations regarding service needs for clients.
- Complies with all the policy and procedures of SCS
- Promotes awareness of SCS by participating in agency presentations to parent groups, schools and other agencies, as requested.
- Performs other duties as assigned.

Knowledge and Skills

- A minimum of 3 years of progressively related experience.
- A Bachelor's degree in Social Services.
- Excellent interpersonal skills.
- Must have strong analytical, reasoning, problem solving and facilitation skills.
- Knowledge of the services available for children and adults in the developmental sector
- Case management experience.
- Knowledge of the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008 (SIPDDA) regulation 299/10, and the Child and Family Services Act (CFSA) is a requirement.
- Bilingual (preferred) in both official languages – written and spoken [fluently bilingual may be required dependent upon service requirements and current capacity for designated positions, which require high level of comprehension, reading, writing and speaking].
- Excellent organizational and time management skills to meet scheduled deadlines.
- Ability to work in a fast paced environment and handle a number of issues simultaneously.
- Proficient in the use of Microsoft Office Suite including Word, Excel, PowerPoint, Outlook and Internet.
- Must have a valid driver's license and access to own vehicle for business travel.

Core Competencies Required

- Advocating for Others
- Collaboration
- Creative Problem-Solving & Decision-Making

- Initiative
- Interpersonal Relations & Respect
- Managing Change
- Relationship/Network Building
- Self-Development
- Strategic Thinking
- Resilience
- Self-Control
- Service Orientation
- Values and Ethics

Working Conditions

Significant portion of the work is completed at the residences managed by the OPR's and requires local travel. Work is generally scheduled and priorities established in advance.

Accommodations

Service Coordination (SCS) has an accommodation process in place and provides accommodations for candidates and employees with specific needs. If you require specific accommodations please contact the Human Resources Advisor of SCS so that we can make arrangements to provide appropriate accommodations for you.

As the ideal candidate you are a self-starter with excellent interpersonal skills who works well in a team environment. Qualified candidates may submit their resumes, along with a cover letter quoting Competition Number 2018 - 04 no later than Friday, April 30, 2018 at 4:30pm to [Human Resources](#).

While we appreciate all responses, only candidates under consideration will be contacted. We kindly ask not to send in duplicate copies of your resume.