



Mission Association for Community Living

“Building Bridges *Together*”

Date Posted: June 01, 2009

JOB POSTING - INTERNAL and EXTERNAL*

NATURE OF POSITION: RESIDENTIAL SERVICES COORDINATOR

LOCATION: Administration Office

STATUS: Regular Part-time

DESCRIPTION: Reporting to the Residential Services Director, the Residential Services Coordinator is responsible for the coordination of Residential Services, a non-union position with a primary emphasis on recruitment, screening, selection, monitoring, evaluation and training of independent contractors. A secondary emphasis is training and support of association staff and licensed group homes, as directed by the Residential Services Director.

HOURS OF WORK: 32 hours per week, as scheduled to meet program requirements

RATE OF PAY: * \$25.00 per hour
* This position will qualify for the MACL benefits package.

Minimum Education, Skills and Characteristics:

- * Post-secondary education in Social Services; Social Work degree preferred
- * Excellent knowledge of theory, principles and practices of the community living sector
- * Excellent oral and written communication skills, with a proven ability to communicate with all stakeholders involved in service delivery
- * Proficient in Microsoft Word and Outlook
- * Well developed ability to plan, organize and provide community-based services and supports to children and adults with a developmental disability
- * Demonstrated ability to motivate others and mediate conflict (good facilitator)
- * Demonstrated high quality support skills and the ability to coach and mentor others
- * Excellent organization, time and general management and administrative skills
- * Ability to function independently, frequently under pressure while managing concurrent projects and deadlines, which may include stressful and emergency situations
- * A flexible schedule is required to accommodate participation in meetings and other events that occasionally involve longer work days and evening/weekend work
- * On a rotation basis, participation in an on-call emergency response system
- * Physician’s report indicating good physical and mental health, free of communicable diseases
- * Use of own safe vehicle for transportation of clients may be required

START DATE: July 06, 2009

DEADLINE: Please forward a completed Internal Applicant application form with your current resume and cover letter to:

ATTENTION: COMPETITION NUMBER 0106409A
33345 Second Avenue
Mission, BC V2V 1K4

Closing Date/Time: **June 15, 2009 at 4:30pm**

* **NOTE:** This is an internal posting and does not necessarily preclude external advertisement.
This position is open to male and female applicants, except where bona fide occupational requirements prevent it.

RESULTS:

NAME OF SUCCESSFUL APPLICANT: _____ **Actual start date:** _____

cc: _____ All internal applicants
_____ Lisa Lowe