



## Coordinator of Community Living Homes

**Location:** Squamish

**Nature of position:** Permanent, Full-Time

**Compensation:** \$33.77

**Position posted on:** March 28, 2024

**Start date:** As soon as possible

**Hours of Work:** 40 hrs/wk; Tues-Thurs 8am-4pm, Fri 12:30-8:30pm, Sat 7am-3pm

### **ABOUT SSCS:**

Founded in 1978, Sea to Sky Community Services (SSCS) is one of BC's most respected and established community service organizations. We operate within a large geographic area - from Pemberton to Britannia Beach - supporting individuals and families living in the Sea to Sky Corridor. We offer 41 programs and services, including early childhood development, childcare, affordable housing, outreach, counselling, family support, seniors and youth services, community living services and respite. We provide a range of services that support our communities and residents through all ages and stages of their lives. Last year, SSCS served 6500 individuals and families in our region.

### **Contribution:**

Oversees the day-to-day operations of the residence, provides ongoing supervision of staff and evaluates program policies. The supervisor develops and maintains a homelike environment for the residents, provides leadership and coordination to the staff who implement the program and ensures that the operation of the residence fits the philosophy and standards of the organization. The Supervisor's work reflects the principles of inclusion, self-determination, recognition of individual need for personal satisfaction, meaningful life and maximizing independence.

### **Qualifications:**

1. Diploma in a related human / social service field or an equivalent combination of education, training and experience.
2. Three (3) years recent related experience working with adults living with a developmental disability or additional needs.
3. One (1) year recent supervisory experience.
4. Valid Class 4 BC Driver's License
5. Valid First Aid Certificate

### **Job skills and abilities:**

1. Excellent oral, written, facilitation and interpersonal communication skills.
2. Excellent time management and organizational skills.
3. Demonstrated supervisory skills including ability to mediate and motivate staff.
4. Ability to facilitate community inclusion and accessibility.
5. Computer literacy.

**Responsibilities:**

1. Develops, implements and evaluates residence goals, objectives, policies and procedures and ensures the required standards are maintained. Ensures adherence to agency policies and procedures. Identifies both physical and program needs of the residence to management and/or appropriate authority. Plans with staff for changes.
2. Schedules, supervises and evaluates residence staff and monitors daily operations. Assists in recruiting and selecting of staff and provides guidance, training and orientation on policies, procedures, techniques, report preparation or other matters arising in the residence. Identifies the needs of staff for professional development.
3. Provides leadership, guidance and participates with staff, families and others in planning and providing of individual service plans for residents. Participates in health care case conferencing in consultation with management. Prepares related documents and reports.
4. Ensures that the medical and psychiatric needs of the residents are adequately met and that the individual medication profiles are up to date, strictly followed and supervised.
5. Facilitates staff communication by scheduling staff meetings on a regular basis and by maintaining a staff communication log.
6. Monitors management of residents' funds and household budget and provides guidance to staff on all spending decisions and documentation procedures.
7. Ensures adequate supervision and support is provided to volunteers and student placements.
8. Liaises with the community, government, families, officials, professionals, and organization staff and promotes community involvement in the program.
9. Ensures the cleanliness, safety, security and maintenance of the residence in accordance with licensing standards either directly or through delegation to staff.
10. Maintains the residence's inventory of supplies.
11. Ensures that all required documentation, including client files, is complete and accurate. Maintains related records and statistics and produces reports as required.
12. Works as a residence worker performing the duties as required to meet scheduling challenges.
13. Performs other related duties as required.

**Requirements:**

1. Criminal Record Search.
2. Signed Confidentiality form.
3. Approved reference check
4. Access to a reliable vehicle
5. Driver's Abstract
6. Immunization record
7. T.B Test Clearance
8. Physician's letter stating that health is sufficient for job
9. Proof of full Covid-19 vaccination

## **Benefits and Perks:**

**Healthcare:** We offer an extended health program through Group Health that covers MSP premiums, dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. We also have an Employee and Family Assistance program. The premiums of the plan are 100% paid by the employer.

**Vacation & Leave:** Employees accumulate 6% vacation pay on all hours worked in the first and second year of employment. After the first two years of employment, they earn one additional day of vacation per year of service, to a maximum of 35 workdays.

**Retirement Pension:** When eligible, an employee will be enrolled in the Municipal Pension Plan with a matching contribution by SSCS.

**Other Perks:** Casual dress, employee events, on-site parking, paid sick days, and more.

**Compensation:** As per the BCGEU Collective Agreement, the wage is \$33.77 per hour.

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