



Job Description

HOMESHARE COORDINATOR

Coordinates Homeshare (residential support) services for adults with developmental disabilities funded, through CLBC. Reports to CEO.

General Job Requirements:

These broad job expectations are consistent with all front-line staff and program manager positions within Kardel.

- To interact effectively with the people supported, both in the provision of direct care and in other personal interactions.
- To support and promote the relationships of the people supported with their family and friends
- To support and promote a friendly and effective working relationship with other Kardel staff.
- To support and promote a friendly and effective working relationship with CLBC representatives, related professionals, and staff from other agencies who are within the person's support network.
- To contribute positively to staff meetings/committees, special events, and other agency projects/initiatives.
- To take additional relevant training according to personal needs and/or supervisor recommendations.
- To be aware of new developments and trends within the field, to be aware of other related services/agencies, to explore innovative support options, and to collaborate with other stakeholders in support of coordinated, efficient and effective service delivery.

Kardel's mission is to help people with developmental disabilities have a good life and to respect their personal choices



Specific Job Requirements:

1. To be responsible for the development of residential placements within the Homeshare Model.
 - a. Reviewing/accepting referrals from CLBC
 - b. Recruiting, matching, and orienting Homeshare Providers
All necessary documents including Home Study and Written Report
 - c. Monitoring Homeshares according to Kardel and CLBC standards
 - d. Coordinate meetings to develop/review Person-Centred Plan (PCP) with involvement of individual supported, HS Provider and other stakeholders.
2. To provide a facilitation and support role, as necessary, to ensure the timely engagement of appropriate professionals. To maintain active liaison with HSCL where person supported has complex medical needs (eg. task delegation).
3. To engage with HS Providers and Individuals in “issues management” pertaining to quality and stability of HS placements.
4. To develop networking opportunities/mechanisms for Homeshare providers
5. To liaise with other Host Agencies (Homeshare Coordinators) in our community.
6. To review and approve monthly payments and other expense reports (invoices) related to Homeshares (including withdrawals from client trust accounts administered by Kardel). To provide written notice to Accounting Department of new contracts, cancellations, and material changes to existing contracts.
7. To collaborate with the ISN Community Inclusion manager in those instances where the person supported receives community inclusion services through ISN, to ensure sharing of relevant information and consistency of approaches as related to PCP.
8. To promote Home Share services with CLBC, families and community at large.
9. To review and recommend revision of Policy and Procedure related to Homeshare (provide input to Director of Programs and Quality Assurance)

Kardel’s mission is to help people with developmental disabilities have a good life and to respect their personal choices



10. To establish and maintain accreditation systems and documentation related to Home Shares in order to ensure that the Home Share Program meets all the requirements for accreditation.
11. If necessary and where possible, to facilitate the development of, and procurement of Respite services on behalf of Homeshare providers.

Hours of Work:

This is an excluded, salaried position based on an FTE of 37.5 hours per week. Actual number of hours per week may vary across positions depending upon CLBC funding. Hours of work are generally between the hours of 0830 to 1630, Monday to Friday, although the Coordinator may be expected to make adjustments from time to time in work schedule to accommodate to the needs and the availability of Homeshare providers and other stakeholders.

Qualifications:

Education, Training and Experience

- Post-secondary education in a related field
- Two years previous work experience in an environment working with people with developmental disabilities.
- Administrative and supervisory experience is preferred.
- Fluent in basic computer software (word processing, excel, email). Knowledge of ShareVision would be advantage, or would require training.

Job Skills and Abilities

- Good oral and written communication skills
- Good interpersonal and problem solving skills
- Understanding of the community living service network
- Demonstrate initiative and ability to work independently.

Additional Requirements

- A valid Class V driver's license and driver's abstract
- A valid First Aid/CPR certificate
- Tuberculosis screening
- Criminal Records Check
- Home office may be required.
- Reliable vehicle

Kardel's mission is to help people with developmental disabilities have a good life and to respect their personal choices