



Housing Support Network Manager/Homeshare Coordinator- Duncan

Job Summary:

Overview:

This position is designed to enhance service integration and responsiveness by combining two key areas of support: Home Share Coordination and Individualized Supports, including oversight of the Housing Support Program. The role is split evenly between these two streams (50/50), providing continuity, consistency, and a person-centered approach to housing and support services.

Key Responsibilities:

Home Share Coordination (50%)

- Coordinate and manage Home Share services, ensuring individuals receive high-quality, personalized care in a supportive home environment.
- Identify and assess potential Home Share providers, and oversee recruitment, screening, matching, and orientation processes.
- Maintain ongoing relationships with providers through regular contact, site visits, and training opportunities to ensure compliance with organizational and regulatory standards.
- Support ongoing compatibility assessments and address challenges to preserve successful placements.
- Collaborate with families, caregivers, and professionals to ensure person-centered planning and outcomes.

Individualized Supports & Housing Program Oversight (50%)

- In collaboration with the Director, the Manager will contribute to the ongoing development and strategic growth of the Housing Support Program and individualized services.
- Responsibilities include identifying, screening, and recruiting eligible individuals referred from CLBC and supporting the onboarding and orientation process for individuals accepted into the program.
- Manage and support front-line staff, including orientation, training, and supervision, to ensure quality service delivery that promotes independence, inclusion, and well-being.
- Provide oversight and coordination for individualized supports tailored to the unique goals and needs of individuals, including those in independent housing settings.
- Support goal planning and monitor progress through documentation, communication, and regular team meetings.

Within the housing support program,

- Oversee the delivery of the Housing Support Program, ensuring access to safe, stable, and affordable housing for individuals served.
- The manager will support staff to assess referrals, determine eligibility for housing supports, and help individuals transition into new housing by providing orientation and ongoing tenancy coaching.
- Work collaboratively with community partners, landlords, and internal teams to secure housing options and maintain tenancy.
- The goal of this program is to educate individuals on their rights and responsibilities as tenants, fostering positive relationships with landlords, and supporting clients in resolving tenancy-related challenges.

**Hours of Work:**

Hours of work are generally 0800 to 1600, Monday to Friday, although adjustments in the Manager's work schedule may be required from time to time in order to evaluate other shifts/effectively support and supervise staff members. It is also expected that occasionally the Manager will be required to work outside regular working hours, to attend to matters relating to the operation of the program. This is considered to be included in the responsibilities of the Manager and reflected in the annual salary. No additional pay provision is made except as may be authorized for overtime as per Kardel policy.

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

Compensation: This is a 40 hour per week position and is paid at a rate of \$38 per hour

Please email your cover letter and CV to hrassistant@kardel87.com. This position will remain open until filled.