

Community Living Victoria – Excluded Position

Position Title: Teen Community Connections Coordinator

Hours: Part time position (30 hours per week) to be worked on a flexible schedule based on the overall needs of the program. Usual schedule will be Monday to Friday 11:00 am to 5:00 pm.

Job Summary:

This position coordinates the after school and summer program for families who have youth with developmental disabilities aged 13-19. The position is responsible for developing and overseeing the program activities, staffing, locations, family communications, frontline coverage and transportation arrangements.

Job Responsibilities:

- Maintain and monitor overall program budget and expenditures
- Manages Human Resource issues. Has the effective determination to hire, terminate and manage independent contractors, employees and contracts
- Maintains ongoing communication with individuals and their families regarding their specific needs and program changes
- Provides confidential planning and advice in the development of management policies
- Manages complex arrangements to ensure 30 plus teens can participate in the program by coordinating staffing supports, family/individual requirements, school locations, program locations, transportation arrangements and community partnerships

Qualifications:

- Directly related Human Services degree or diploma and/ or equivalent combination or education, training and experience
- 1-2 years experience supervising staff
- Knowledge of Community Living Services and Supported Child Care
- Knowledge of support needs of children with special needs including physical care, behavioural supports, alternative communication and ability to follow detailed care plans
- Knowledge of community resources in relation to youth in our community
- Experience in planning, organizing and managing programs
- Ability, skills and personal suitability to work effectively and cooperatively with various levels of Government, other professionals, individuals and their families
- Strong inclusive values and confident in community development and public speaking
- Must have Class 4 Drivers license, position requires use of your own car (reimbursement of mileage).

Applications accepted until Friday September 10th, 2010 at 4:30 pm

Linette Baker

Community Living Victoria

3861 Cedar Hill Cross Rd.

Program Manager

Victoria, BC V8P 2M7

Email: lbaker@clvic.ca

Fax; 250.477.6944