



ADAPTABILITIES
CREATING SUCCESS FOR LIFE

AdaptAbilities is a registered charity that provides an essential service to individuals with special needs and their families. Our unique programs promote positive self-care and well-being, empowering individuals to grow, succeed and belong. We are looking for dedicated professionals who share this vision to join our team. This is an opportunity to make a difference, supporting individuals to be a part of their community.

Program Coordinator

Purpose

The In-Home Program Coordinator manages and is accountable for program delivery, operation and care of participants, staff and volunteers. Reporting to the Program Delivery Manager, this position is responsible in supervising a team that provides one on one support to individuals and families that have behavioral and circumstantial challenges. Additionally, this position provides comprehensive customer service, internal/external communication, adhering to budgets and key performance indicators, quality assurance and risk management procedures.

Key Functions

- Oversee delivery of in-home programs to align with AdaptAbilities vision and values
- Uphold high standards of quality and delivery across in-home programs and services
- Create and monitor employee schedules to meet needs of the individual
- Supervise and monitor work-load and performance of the in-home team
- Coordinate completion of referrals, service requests, registrations and funding
- Liaise with funders, agencies and caseworkers to establish, confirm funding and support concerns
- Develop and foster genuine relationships with families, individuals and employees
- Accountable for the delivery of all outcomes, administration, reporting, financial, quality assurance and risk management
- Manage caseloads of individuals with challenging behaviors
- Complete other duties and provide on-call support outside of regular hours.

Qualifications

- Diploma or degree in the human services field preferred, or an equivalent of experience
- Four or more years' experience working with individuals with special needs, complex and challenging behaviors and program planning
- Two to three-years in a supervisory role
- Experience in leading teams with initiative, patience, maturity and tact
- Experience advocating for marginalized people
- Knowledge of community resources, services and systems
- Proficiency Google Suites and Microsoft Office
- Excellent organizational, problem-solving and communication skills
- First Aid Certification with CPR, Non-Violent Crisis Intervention, Abuse Prevention and Response Protocol
- Valid driver's license and own vehicle
- Clear police information check and Intervention Record Check

Working Conditions

This full time position is primarily Monday to Friday from 8:00AM – 4:30PM with the flexibility to respond and be available to organizational needs outside of scheduled hours.

Compensation Package

\$50,088.00- \$62,607.91 per year. An attractive health and dental benefit package, paid personal days, RRSP matching and Health Spending Account including three weeks' vacation.

Deadline: June 19, 2018

E-mail resume quoting position title in the subject line to: employment@adaptabilities.ca

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