

Date posted: January 17, 2024
Title: Resource Coordinator
Language: Bilingualism Preferred
Status: Permanent Full Time
Closing Date: January 26, 2024

Primary Focus

Reporting directly to the Supervisor of Residential and Community Services (RCS), the Resource Coordinator is primarily responsible for monitoring the provision of services for eligible individuals accessing services from Outside Paid Resources (OPR). Through a person-centered approach, the Resource Coordinator oversees planning for the individual's needs and the reassessment and evaluation of current services and supports and future options.

Main Responsibilities

- Develops a Person Centered Plan with each individual to identify support needs.
- Review SCS and me booklet with individuals yearly, as per SIPDDA.
- Establishes and maintains a positive working relationship with the OPR
- Oversees compliance of the Service Agreement
- Visits their assigned individuals on both a scheduled or unscheduled basis
- Verifies information follows-up and takes appropriate action on any incident or Serious Occurrence related to the individual's care as reported by the OPR.
- Attends relevant meetings as it relates to the provision of care for individuals.
- Initiates the Integrated Transition Planning Protocol with schools
- Participates in financial forecasting and budget development
- Reports to the Supervisor any areas of risk to the individual and or SCS
- Works with clients and OPR's in problem solving issues where applicable or required.
- Facilitates financial discussion with OPR as it relates to the policies and procedures of the department
- Maintains the accuracy and integrity of information contained in client files and the agency's database in accordance with established standards;
- Complies with all the policy and procedures of SCS
- Promotes awareness of SCS by participating in agency presentations to parent groups, schools and other agencies, as requested.
- Performs other duties as assigned.

Knowledge and Skills

- A minimum of 3 years of work within the developmental services sector
- A BSW, DSW, or SSW diploma educational background is required
- Excellent interpersonal skills.
- Must have strong analytical, reasoning, problem solving and facilitation skills.

- Knowledge of the services available for children and adults in the developmental sector
- Case management experience.
- Knowledge of the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008 (SIPDDA) regulation 299/10, and the Child, Youth and Family Services Act (CYFSA) is a requirement.
- Proficiency in both official languages – written and spoken- is preferred.
- Excellent organizational and time management skills to meet scheduled deadlines.
- Excellent verbal and written communication skills.
- Strong strategic and critical thinking skills.
- Experience with budgeting and finance management is an asset
- Proficient in the use of Microsoft Office Suite including Word, Excel, PowerPoint, Outlook and Internet.
- Must have a valid driver's license and access to own vehicle for business travel.

Working Conditions

Significant portion of the work is completed at the residences managed by the OPR's and requires local travel. Work is generally scheduled and priorities established in advance.

Accommodations

Service Coordination for People with Developmental Disabilities (SCS) has an accommodation process in place and provides accommodations for candidates and employees with specific needs. If you require specific accommodations please contact the Human Resources Advisor of SCS so that we can make arrangements to provide appropriate accommodations for you.

As the ideal candidate you are a self-starter with excellent interpersonal skills who works well in a team environment. Qualified candidates may submit their resumes, along with a cover letter quoting Competition Number 02-2024 no later than, Friday, January 26, 2024 at 4:00pm to [Human Resources](#).

SCS embraces diversity and equal opportunity in a serious way. We are committed to building teams that represents the communities we serve. All employment decisions are based on qualifications, skills and business need.