

## Job Posting

Internal

External/Internal

**Job Title:**

**Supported Independent Living Coordinator**

**Posting No:**

**CY 114**

**Job Location:** Courtenay

**Note:** This position includes a full benefit package, enrolment in the Municipal Pension Plan, and three weeks of paid vacation.

**Duties and Qualifications:** See job description at the end of this document.

**Salary Rate:** \$27.22 - \$31.71, Paraprofessional Grid 14\*

**Schedule:** Monday to Friday 12:00 pm to 7:00 pm

**Hours per week:** 35

**Closing date:** February 15, 2019, at 4:30 pm, with a possible extension until a suitable candidate can be found. Applications will not be considered after this date if a suitable candidate has been found.

**Apply to (resume with 3 references):**

Alisha McLain

**Email:**

alisha.mclain@jhsni.bc.ca

**Fax:**

250-286-3650

**Mail:**

140 10<sup>th</sup> Avenue, Campbell River BC V9W 4E3

This position is open to applicants of all genders.

This position requires union membership and the completion of two criminal record checks.

The John Howard Society of North Island is an employment equity employer.

\*All JJEP/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on number of hours worked.

## Job Description

<i>Job Title:</i>	Supported Independent Living Coordinator
<i>Work site:</i>	Campbell River, Courtenay
<i>Program:</i>	Barnett House, The Station
<i>Benchmark:</i>	<b>Integrated job:</b> Family Counsellor and Building Maintenance Worker
<i>Grid Level:</i>	14 Paraprofessional Grid
<i>Reports To:</i>	Program Manager
<i>Prepared Date:</i>	July 11, 2008
<i>Approved By:</i>	Executive Director
<i>Approved Date:</i>	July 16, 2008
<i>Revised &amp; Approved by Executive Director:</i>	July 31, 2018
<i>Reviewed:</i>	September 22, 2018

### Summary

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The coordinator provides planning, assistance, skill building, counselling, service co-ordination, and other supports to youth who are residing in a John Howard residential facility. The focus is on assisting these youth to become independent and self-sufficient by addressing shelter, employment, education, and life skills needs. The coordinator will work with youth, referring worker, families, and others as appropriate, to assess needs and develop a comprehensive plan to assist the youth to achieve his/her independent living goals. The coordinator will work flexible hours to provide evening and weekend support and supervision of the housing program. The coordinator may also be responsible for managing and maintaining the physical structures of the housing facility.

### Essential Duties and Responsibilities

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To perform the job successfully a worker must be able to consistently perform each essential duty satisfactorily. Other duties may be assigned.

- Works with youth, the referring worker, their family, and others when appropriate, to assess needs and resources, and develop a comprehensive plan to address shelter, employment, education, life skills, and other independent living goals.
- Provides counselling to youth and their families to assist and support them in relevant aspects of the case plan including: motivation, goal setting and problem solving, family and peer relationships, conflict resolution, time management, stress, self-care, personal safety, substance abuse, healthy lifestyle choices, and life skill development.

- Assists youth in identifying and accessing educational and training resources, recreational pursuits, and other appropriate community contacts and resources.
- Assists youth in the development of life skills as required including: job search, housing search, good tenant competencies, banking and budgeting, nutrition, and community knowledge.
- Takes responsibility for case management activities including: documenting and maintaining case information, liaison with MCFD and other agencies, involving family and others in case planning, involvement in case conferences, case evaluation, closure, and mediating/coordinating between systems when required.
- Refers youth and families as necessary to other helping services, employment agencies, treatment programs, support groups etc. Provides follow up and support in these situations when appropriate or required.
- Provides some limited crisis intervention and support for youth when required.
- Develops a positive culture in the facility which may involve: regular resident meetings, healthy and fun group activities, and neighbourhood projects.
- May be required to oversee and, where possible, carry out routine maintenance and repairs to the physical structures of the housing facility, including the primary building and any outbuildings, such as a tool shed. This may include repairing small areas of damaged drywall, some minor repainting, minor plumbing repairs, lawn-mowing, minor carpentry repairs, and other typical repairs that could be needed when residents leave.
- Represents the agency in the community when required, and maintains healthy relationships with other helping organizations, and the community at large.
- Offers and receives support to and from co-workers as part of a team providing integrated, holistic services to youth and families.
- Completes reports and attends meetings as required by The John Howard Society of North Island and the Ministry for Children and Families.
- Assists with basic maintenance for John Howard housing facilities.

## Qualifications

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The requirements listed below detail the knowledge, skill, and/or ability required to perform the essential duties of the job.

## Education and Experience

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- A bachelor's degree in social work or a related human services field.
- At least two years' experience working with high-risk youth in a counselling or other helping capacity, which should include:
  - Experience planning and leading counselling or support groups.
  - Knowledge and experience with life skills education and coaching.

- Demonstrated ability to use basic counselling techniques and approaches.
- Knowledge and experience in maintaining confidentiality, appropriate boundaries, and other basic counselling ethics.
- Demonstrated ability to work constructively and cooperatively in a team setting.
- Excellent communication and interpersonal skills.
- Knowledge and experience in involving families, community, and other systems in case planning with youth.
- Knowledge and experience with case recording practices.
- Knowledge and experience with referral, screening, and case conferencing practices.
- Knowledge of community resources for youth and families.
- Demonstrated ability to plan, lead, and evaluate groups.
- Knowledge and experience with group education, skill building, counselling, and support techniques.

## Other Skills and Abilities

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Worker must:

- Demonstrate a level of cultural sensitivity and understanding of the client population's cultural and socio-economic characteristics.
- Have the ability to form a mutually respectful partnership with persons served and their families in which they are helped to gain skills and confidence to address any issues and problems they face.
- Have the ability to accept the differences he or she will find among his or her clients.
- Accept the clients' rights to self-determination and individuality, and must not discriminate on the basis of race, ethnicity, language, religion, marital status, gender, sexual orientation, age, abilities, socio-economic status, political affiliations, or national ancestry.
- Have a positive conviction about the capacity of people to grow and change.
- Have the ability to work respectfully in partnership with other team members, including referring authorities.
- Have the ability to set limits and maintain the helping role for the practitioner and to intervene appropriately to meet the needs of the persons served or other family members.
- Recognize the value of a nurturing family as the ideal environment for a person.
- Have the ability to recognize persons with special needs and make appropriate referrals.
- Have strong computer and internet skills, and the ability to assist youth to use these tools.
- Basic knowledge, skills, and experience in building maintenance and repairs.

## Other Job Requirements

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- The coordinator must be able to work flexible hours including evenings and weekends, to accommodate the needs of the housing program residents and crises.
- The counsellor may be involved in coordinating and/or participating in activities with youth, including physical, outdoor, or other active elements.
- The counsellor is sometimes required to engage in physical activity including occasional lifting of items such as a lawn mower or small items of furniture.
- Some driving may be required to attend meetings and to enable contact with youth/families at home or in the community. The coordinator must have a valid driver's licence and reliable transportation, and must obtain appropriate insurance as per Society policy.
- Two completed, acceptable criminal record checks, one from the Criminal Records Review and one from the RCMP.
- The coordinator will follow the Code of Ethics and the Mission Statement of The John Howard Society of North Island. The coordinator will also abide by the relevant rules and regulations set out by the Ministry for Children and Families.

## DIVERSITY

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The John Howard Society of North Island welcomes applications from all qualified applicants including but not limited by those of any sex, race, orientation, or disability. Multilingual skills and multicultural competence are assets.