

JOB POSTING: Project Coordinator

Community Living Kincardine and District requires a full-time 1-year contract position for a Project Coordinator.

About Community Living Kincardine and District:

Community Living Kincardine and District (CLKD) assist individuals with developmental disabilities, using a person-directed approach in supporting individuals to achieve their goals and actively participate in their community. If you believe that individuals of all abilities belong and should have an equal opportunity to participate in the community, CLKD is a place where you can work to inspire possibilities for all of the individuals we support!

Our Mission

In collaboration with stakeholders, CLKD promotes and facilitates the full participation of people to lead enriched and meaningful lives.

Our Vision

An inclusive, caring community.

To get a closer look at what we do, please visit our website: www.clkd.ca where you can view our newsletters and stories.

Position Summary:

The Project Coordinator is responsible for supporting young people (ages 14-29) with developmental disabilities who face barriers to employment and community opportunities; and assisting them in making empowering life choices by providing access to support, resources and work-focused opportunities.

Responsibilities & Duties:

- Provide direct support to access community-based activities and opportunities to help youth and young adults with developmental disabilities to build positive relationships, enhance their level of inclusion, and improve their sense of belonging.
- Use a person-directed approach to plan, organize, schedule and deliver a diverse calendar of activities for individual participants and small groups.
- Work one-on-one or with small groups to directly support individuals as they participate in a variety of recreation and skill-building opportunities.
- Assist the supported individual to work towards obtaining their goals through coaching, mentoring, motivation and education/training opportunities.
- Meet with individuals to identify job readiness and complete a Discovery process to identify employment related skills, knowledge and interests, as well as identify learning styles and potential barriers to employment.
- Initiate and foster relationships with potential employers; building opportunities for employment within the Municipality of Kincardine and Township of Huron-Kinloss.
- Network with community partners and contacts; maintaining a high level of knowledge regarding current employment trends and opportunities.
- Develop job placement action plans and follow through with individuals to ensure improved access to the labour market (i.e. work placements, job trials, evaluation periods, volunteer opportunities).
- Provide community partners and employers with disability-related facts and knowledge of best practices through meetings and community events.

- Offer support to enable individuals to be self-sufficient and to nurture self-determination.
- Maintain effective, open communication with Individuals receiving support, co-workers, families, external service providers, and your supervisor.
- Provide quality support consistent with Agency Policies & Procedures, Mission, Vision & Core Values, and Ministry of Children Community and Social Services (MCCSS) requirements.
- Promote a safe environment for both staff and supported individuals.
- Ability to work and contribute in a team environment.

Education and Qualifications

- Preference given to those who have a combination of Post-Secondary education and experience in the Human Services, or Project Management field.
- Experience working with individuals with developmental disabilities.
- Experience working with youth and young adults.
- Preference given to those with experience in job development.
- Demonstrated skills in the areas of the organization, time management, networking, planning, and community capacity building.
- Excellent communication, and interpersonal skills, with the ability to maintain excellent professional working relationships with all levels of staff.
- Must be flexible and available to work a variety of shifts including days, evenings, and weekends.
- Valid Class "G" Ontario Driver's Licence and able to utilize your personal, adequately insured vehicle (proof of minimum \$1million liability insurance) for work purposes.
- Valid First Aid/CPR certificate.
- Vulnerable Sector Police Check.

Compensation and Benefits:

- This is a contract position with an expected start date of September 2024 and ending September 2025.
- Average of 30 hours per week. The successful candidate must be available and flexible for changing schedules, working days, evenings, and weekends to accommodate individual's learning and program needs.
- Schedule subject to change according to program and individual's needs.
- Rate of Pay: \$31.41 per hour

How Do I Apply?

Interested applicants are asked to apply by email with a cover letter and resume (referencing the position) to:

April Numan
Administrative Assistant, Human Resources
e-mail: anuman@clkd.ca

Community Living Kincardine & District is an equal opportunity employer committed to an inclusive, barrier free recruitment and selection process. Applicants are encouraged to advise in advance if accommodation is required.