

## **JOB POSTING: FAMILY SUPPORT COORDINATOR**

Community Living Kincardine & District requires a permanent part-time Family Support Coordinator.

### **Overview**

Join our dedicated team as a part-time Family Support Coordinator, where you will play a vital role in empowering families and children/youth with developmental disabilities. This energetic position offers an opportunity to make a meaningful difference in the lives of vulnerable families by providing guidance, advocacy, and practical assistance. You will work collaboratively with community partners, schools, social service agencies, and families to promote child/youth welfare and family stability. Your proactive approach and commitment to positive outcomes will help foster safe and nurturing environments for children and their families.

### **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.

### **Responsibilities & Duties:**

- Assist families with long-term planning; advocating on behalf of families and referring to appropriate services
- Facilitate planning meetings and develop service plans, establishing goals and timelines with families. Assist families in accessing required services and financial support
- Maintain and manage caseloads in an efficient and effective manner ensuring timeframes are met
- Participate actively in the school system to support families in meetings as required; encourage coordination and education within the schools to promote awareness and facilitate inclusion of individuals supported by CLKD
- Remain current on legislation, new funding opportunities, and available resources applicable to families supported by CLKD; ensure records are kept within confidentiality and compliance guidelines
- Develop educational material for use in presentations, workshops, support groups, and at public events
- Actively promote and raise awareness of CLKD in the community by representing CLKD at community events as directed; effectively communicate organizational values and goals
- Work as a member of a team maintaining a positive cooperative relationship with all staff of CLKD and people being supported
- Anticipate and identify problems, consider alternatives and consult with colleagues and your Supervisor for a positive solution
- Complete all administrative duties related to documentation and resources in a timely manner

- Actively participate in performance meetings to increase capacity for both program and personal growth
- Present CLKD and individuals who receive support in a positive, respectful and confidential manner
- Participate in trainings, as required
- Be aware of and demonstrate all Health & Safety requirements

### **Education and Qualifications**

- University degree in Social Services with an emphasis on psychology, social work, family relations or case management
- Five years of experience working with families
- Demonstrated skills in written and interpersonal communication, including documentation and report writing experience
- Knowledge of CLKD and programs/ services offered
- Experience working with individuals with developmental disabilities.
- 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

### **Hours of Work:**

- Average of 18 hours per week with no guarantee of hours. The successful candidate must be available and flexible for changing schedules, working days, evenings and weekends to accommodate program needs
- Schedule subject to change according to program needs
- Hourly wage of \$34.61

### **How Do I Apply?**

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

April Numan, Human Resources Administrator

e-mail: [anuman@clkd.ca](mailto: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.*