

# EXCEL SOCIETY

<b>Job Posting:</b> RC.19.02	<b>Job Title:</b> Residential Coordinator
<b>Date Posted:</b> March 28, 2019	<b>Hours of Work:</b> Mon – Fri 8:30a – 4:30p (flex)
<b>Job Description:</b>	
<p>Under the leadership of Program Manager, Residential Coordinator is responsible for the day-to-day coordination of service delivery, administration, team leadership and supervision of staff within Community Support Services and in compliance with Excel Society’s policies and procedures.</p> <p>Responsibilities include but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Ensuring that all policies, operational procedures, standards, and quality assurance requirements are met.</li> <li>2. Ensuring that all Support Workers facilitate a Wellness Support Plan or Individual Support Plan Process (ISP) for each client.</li> <li>3. Facilitating service delivery through leadership, guidance, clarifying expectations, and client advocacy.</li> <li>4. Ensuring all appropriate documentation is completed and submitted by the employees within due dates.</li> <li>5. Attending client care planning meetings or ISP case conferences as required.</li> <li>6. Coordinating the renewal of educational and vocational contracts/agreements where applicable.</li> <li>7. Planning, organizing, and completing all clients funding renewal budgets accurately and on time.</li> <li>8. Recording and monitoring each work site’s operating budget spending to ensure costs are kept within the annual budget for any budget responsibilities as assigned by the Program Manager or Director.</li> <li>9. Ordering/purchasing and monitoring of all service delivery materials, equipment, and supplies.</li> <li>10. Assisting the Program Manager in implementing health and safety processes for each community residence.</li> <li>11. Implementing and maintaining communication sharing process for all Community Support Workers.</li> <li>12. Providing direct client support to clients as required.</li> <li>13. Ensuring that the community residence and/or program work sites are clean, comfortable, and professional.</li> <li>14. Facilitating regular monthly Client meetings staff “team” meetings and attending Leadership meetings.</li> <li>15. Participating on at least one Excel Society and/or Community Support Services committee.</li> <li>16. Participating in the development of Service Delivery goals, strategies and reports.</li> <li>17. Completing all employee performance evaluations based on employee’s individual anniversary dates.</li> <li>18. Acting as a resource person and positive role model for all staff and clients.</li> <li>19. Participating in the on-call rotation and understanding the roles, responsibilities and expectations of the emergency on call system.</li> <li>20. Developing and overseeing work site specific roles and responsibility expectations of the Emergency Response Telecare, ActiveCare, and Catalyst systems.</li> <li>21. Updating guardians/families, case managers, funders, and community partners on client concerns as needed.</li> <li>22. Scheduling of staff and ensuring residences have the required staffing coverage.</li> <li>23. Performing other related duties as required.</li> </ol>	

**Qualifications:**

1. Applicable Degree or Diploma in the field of Human Services and/or Rehabilitation from a recognized institution, as well as a minimum of 3 years supervisory experience.
2. Satisfactory current criminal record check.
3. Experience working with individuals with complex needs and a variety or complex behaviours.
4. Proficient with Microsoft Office.
5. Efficient time, stress, and behaviour management skills.
6. Have considerable knowledge and understanding of persons with disabilities, mental health issues, brain injury, and dual diagnosis.
7. Good planning, organizational problem solving, and conflict resolution skills.
8. Effective written, verbal, and interpersonal communication skills.
9. Ability to work independently and in a team environment.
10. Must have vehicle with insurance coverage as per policy.

**Commencement date:** ASAP**Closing date of competition:** Until filled**How to apply:** Send a cover letter and resume to HR at [careers@excelsociety.org](mailto:careers@excelsociety.org)**Salary/Wage:** Based on education and experience.

Only applicants being considered for the before mentioned vacancies will be contacted.