**FAMILYHOME(FH)/SUPPORTED INDEPENDENT LIVING (SIL) COORDINATOR**

**Extend-A-Family Waterloo Region**

**Qualifications:**

* MSW preferred or minimum of BSW (or related education) with 3 - 5 years related experience
* Highly developed interpersonal, supervision, problem solving, community outreach, liaison and advocacy skills
* Understanding of, and experience in supporting adults with developmental disabilities, person-centered practice, community development and trauma and crisis informed approaches to support
* Excellent assessment, organizational, case-management, oral and written communication skills
* Ability to manage multiple priorities simultaneously, and to work well under pressure through crisis management both independently and as part of a team
* Working knowledge of computer applications (i.e. MS Office Suite, Google Suite, web-based database systems, email and internet)
* Valid driver’s license and insurance; daily access to a reliable vehicle

**Role:**

The FH/SIL Coordinator is responsible for facilitating, supporting and overseeing shared living arrangements and supportive relationships between adults with developmental disabilities and families who provide support to them through the FH program. In the SIL program, the Coordinator is responsible for providing coordination of services and support for adults connected to the program who live on their own in the community. The FH/SIL Coordinator is involved in / assists with the recruitment of FH Providers and FH Respite Providers. They are responsible for matching and supervising FH Providers, respite providers and Direct Support People. The FamilyHome/SIL Coordinator will also work with relevant community partners in support of the needs and goals of adults supported in both FamilyHome and SIL.

**Responsibilities and Functions:**

Reporting to the FamilyHome/SIL Program Manager, the FamilyHome/SIL Coordinator will:

1. **Provide Support to the Individual receiving support in FH/SIL and the FamilyHome Providers (if applicable) by:**
* Assessing the needs and abilities of adults living with families in the community (FH) and adults living independently (SIL)
* Assisting in goal planning and liaising between adults supported and any services, agencies and programs involved in their life
* Supporting and monitoring FH placements to ensure quality of life and advocate on behalf of the person receiving support and/or ensure they have access to suitable advocate(s)
* Monitoring financial records of the person receiving support and providing support and guidance in the use of personal funds for adults in FH/SIL
* Assisting with planning and use of Ministry Funding as applicable (i.e. Passport program, etc.)
* Providing support with problem solving and mediation between the adults supported and respective FamilyHome Providers, Direct Support People, Respite and natural family members
* Monitoring and assessing ongoing FamilyHome matches and homes
* Making referrals and assisting adults supported in accessing appropriate community services
* Facilitating and supporting relationships and visits with the adult’s natural family members as requested
1. **Provide Support to Direct Support People (DSPs) & FamilyHome Providers by:**
* Matching people supported and FamilyHome Providers by performing pre-placement home studies and screening
* Providing training and guidance in techniques and strategies to meet the needs of the adult supported and assure access to appropriate resources
* Consulting with respect to care and treatment of adults supported in FH/SIL
* Providing consistent and thorough supervision of FamilyHome matches
* Ensuring Providers and DSPs complete required reports
* Ensuring that all guidelines and requirements of the FamilyHome Program and related EAFWR policies and procedures are made known and available, and providing assistance with compliance where necessary
* Ensuring FamilyHome Providers complete and submit accounting/financial records of the person they are supporting, where applicable
* Participating in the hiring, orientation, training and ongoing supervision and support of DSPs
* Assist in the orientation of new DSPs to the organization
* Identify adults supported in FH/SIL that may match the DSP’s skill set and availability, and facilitate introductions/match visits
* Complete regular check-ins with DSPs
* Assist DSPs in addressing issues and concerns related to their work
* Facilitate development opportunities for DSPs, as requested
1. **Attend Meetings:**
* Attend supervision meetings with Program Manager as requested/required
* Attend EAFWR monthly staff meetings
* Attend monthly team meetings
* Attend community and/or inter-agency meetings, as required
* Participate in internal/external committees, with approval and direction of the organization
* Other meetings as requested/required
1. **Prepare Reports:**
* Keep thorough and up-to-date case notes
* Complete other reports as necessary/requested (ie. Serious Occurrence Report, Unusual Incident Report, etc.)
* Caseload, match status and other statistical reports as required
* Assist with or create website content as requested
* Prepare special reports as requested
1. **Other Duties:**
* Undertake key activities and new ventures, in conjunction with or as assigned by the Program Manager, Director of Programs, Organizational Development Director and/or Executive Director.
* Promote growth of an organizational culture that is both inclusive and anti-oppressive.
* Participate in ongoing personal and professional development opportunities
* Other duties as assigned or required

**ROLE COMPETENCIES**

**Threshold Competencies Level 3:**

Flexibility Adapts tactics depending on the situation

Self-Control Takes positive action to calm self and others

Service Orientation Takes personal responsibility for resolving service issues

Values & Ethics Acts in accord with values & ethics even when not easy to do so

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| **Core Competencies** | **Level** |   |
| Advocating For Others | **3** | Calculates impact of actions or words |
| Collaboration | **4** | Works to build team commitment and spirit |
| Creative Problem Solving  | **4** | Identifies and considers options to solve a problem or issue |
| Developing Others  | **4** | Provides in-depth coaching |
| Holding People Accountable | **4** | Holds people accountable for performance |
| Interpersonal Relations/Respect  | **3** | Effectively uses empathy |
| Leading Others | **3** | Obtains resources and takes care of the team |