

Family Resource Coach

Waterloo Region Family Network

Part Time; 20 hours per week



Through a strong network of families and an innovative community partnership model, [Waterloo Region Family Network](#) (WRFN) is the go-to resource and trusted voice for families with special needs in Waterloo Region, providing resources and facilitating meaningful connections in all life stages.

As a peer-developed and peer-driven network, WRFN is uniquely able to understand how to serve the needs of exceptional families and individuals so they can thrive.

Opportunity

As a growing grassroots non-profit organization, we are at a very exciting time in our development. We are looking for a Family Resource Coach to offer information, resource support, and assistance to families of children, youth, and adults with special needs and Self-Advocates to access services and make informed decisions. This position will focus on supporting families with a family member 16 and over and Self-Advocates.

Are you the team member we are looking for?

As part of the Family Resource Coach team, you will provide telephone, virtual, and in-person support by presenting information and resources on a broad range of services and will offer guidance for families and individuals to help identify their strengths and challenges and find resources.

Part Time; 20 hours per week with the possibility of extending to full time in the future

Family Resource Coach



What's expected?

As the Family Resource Coach, your responsibilities will include:

Facilitation:

- Meeting and interact with families and individuals (with or without a formal diagnosis) to provide information and support specifically related to their unique needs and situation.
- Working as a liaison to connect families and individuals to different community supports and with other families.
- Assisting families and individuals in completing documentation and forms to receive access to funding and support programs.
- Working to help empower families and individuals by helping to facilitate, educate, act as a resource, be a community link, promote person-directed planning, and advocate on behalf of families' needs.
- Complementing existing services and supports already established in Waterloo Region.

Resource Development:

- Assessing gaps in supports and services through meetings with families and individuals.
- Providing and creating resource packages for families and individuals customized to their needs.

Meetings and Administration:

- Attending community events and forums to engage with families, individuals, and community members and represent WRFN.
- Maintaining records relating to notes outlining contact with families, individuals, and community members.
- Representing WRFN at community planning table and committee meetings.

Qualifications

- Diploma or degree in social services or demonstrated equivalency through experience.
- Experience working with families of children, youth, and adults with exceptionalities and Self-Advocates.
- Proficiency in the use of Microsoft Office applications.
- Valid driver's license and reliable transportation required.
- Ability to manage multiple priorities and organize to high work demands, including some evening and weekend work.
- Demonstrated excellence in problem-solving skills.
- Excellent written and oral communication skills.
- Experience that demonstrates an understanding of the uniqueness of each family or individual's situation.
- Positive outlook as well as the ability to be compassionate to family and individual's situations.
- Committed dedication toward enhancing community supports for families and individuals living with exceptionalities.
- Good understanding of support services in Waterloo Region, including private and public, formal, and informal.
- Demonstrated excellence as a team player and independent worker.

Compensation: \$26 per hour plus benefits

Family Resource Coach



To apply for this position, please send a cover letter and resume to:

Sue Simpson
Executive Director
Waterloo Region Family Network
sue.simpson@wrfn.info

Application Deadline: August 29, 2022

WRFN is committed to creating an inclusive work environment attracting talented employees from diverse backgrounds. Our inclusive process respects the dignity and independence of people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for your interest in this position. Only qualified candidates selected for an interview will be contacted.