

**VISION: Our Preferred Future**

A community that inspires possibilities to realize the hopes and dreams of all citizens.

**External Job Posting #158  
Planning & Intake Coordinator  
Full Time**

<b>Position Type:</b>	Full Time
<b>Hours of work:</b>	Flexible 37.5 per week (inclusive of evenings & weekends)
<b>Initial Locations:</b>	Campbellford & Surrounding Areas (flexible)
<b>Date Posted:</b>	May 17, 2016
<b>Application Deadline:</b>	May 27, 2016 – 4:00 p.m.

Community Living Campbellford/Brighton is a non-profit organization that provides support and services to people with an intellectual disability that promote opportunities for personal growth within their community. We are a Nationally Accredited organization and have maintained our Accreditation standing at the highest level possible in each of our four quality reviews facilitated by The Council on Quality and Leadership (CQL).

**Summary of Responsibilities:**

This is a challenging position for a person with experience and confidence in facilitating and assisting with the coordination of all planning for people receiving services. Ability to evaluate the progress of all actions and activities involved in planning and communicate the results to the relevant Supervisor and Director of Quality Enhancement and Community Development. Coordinate all initial intake responsibilities and act as alternate and/or assistant to Director of Quality Enhancement and Community Development in training events and relevant committees. Ability to work **flexible** hours is a key requirement of this position.

- Promote and demonstrate the Vision and Mission of the Organization within the workplace and in the community, while exemplifying the values of the Organization and demonstrating a respectful and professional attitude toward all citizens.
- Provide assistance with the overall implementation and coordination of quality enhancement activities and organizational development to achieve people's personal goals and the goals of the Organization.
- Conduct initial intake meetings with people interested in receiving services and maintain records in accordance with organizational and provincial standards.
- Ensure interrelationships among key components of the Organization are positive, seamless and congruent. This includes planning processes and quality enhancement efforts.
- Participate on internal and external committees, activities or events as requested.
- Keep aware of trends and exemplary practices in the field as it relates to the area of planning and accountability.
- Identify situations that warrant risk analysis procedures and communicate such to Management team.

- Oversee all electronic data relating to planning and intake to ensure it is comprehensive, accurate and up to date, including Microsoft Office, Alliance Information Management System (AIMS) and other electronic files.
- Serve as a resource to all employees in the interpretation and use of the Personal Outcome Measures.
- Assist with internal assessments of Community Living Campbellford/Brighton's supports and services using 21 Personal Outcome Measures.
- In cooperation with the Management Team, ensure the completion and on-going review of Individual Support Plans; inclusive of Personal Outcomes Interviews and all support plans/protocols.
- Participate in ongoing communication of progress, recommendations and updates relating to Personal Outcomes, planning, and barriers, as well as organizational and individual trends. Ensure Director of Quality Enhancement and Community Development receives relevant information/actions from key internal and external factors relating to areas identified as needing quality intervention.
- As part of the Management Team, act on behalf of other team members in their absence.
- Serve as back up to Director of Quality Enhancement and Community Development as a resource and support to the Rights Commission and Quality Enhancement Committee of Community Living Campbellford/Brighton.
- Be aware of relevant legislation, Collective Agreement and social policy (Q.A.M, D.S.A., O.H.S.A., legislation relating to employment, housing, education, and Employment Standards).
- Serve as an On-Call resource and support to community members, people supported and employees.
- Maintain Confidentiality Policy as it pertains to people supported and Organizational information and business.
- Actively participate in the identification of skill-based areas to further responsiveness to Organizational and people's needs. As the needs of the Organization and the people we support change, employees will be required to learn new skills.
- Make recommendations to Senior Management with regard to changes in practices to improve systems.
- Understand and abide by the policies, procedures and practices of Community Living Campbellford/Brighton and make recommendations for revisions, as needed and based on the collection and analysis of aggregate data.
- Attend relevant training as requested or required to enhance personal development strategies.
- Facilitate relevant sessions for teams and/or employees as requested or needed.
- Perform all other duties as assigned.

**Qualifications:**

- Ideal candidates will have 2-3 years demonstrated experience, knowledge and capability in conducting personal plans and interviews with people using the Personal Outcome Measures.
- Possess a Developmental Service Worker Degree/Diploma from a recognized University or Community College or an acceptable combination of relevant Human Services education, training and work experience, or skills and work experiences diverse enough to be considered equivalent.
- Diverse experience in the Developmental Services field supporting people with intellectual disabilities.
- Strong coaching, leadership and assertiveness skills demonstrated through experience.
- Excellent written, verbal and interpersonal communication skills.

- Must have a valid Ontario driver's license, an acceptable Driver's Abstract record and proof of acceptable insurance.
- Must have access to a reliable vehicle for the purpose of work including the potential to; provide transportation to people supported, drive in inclement weather, during the night, on long distances or in heavy traffic areas.
- Proficiency of Microsoft Office and AIMS/database programs.
- Experience with Health & Safety, Quality Enhancement Committee, Rights Commission, Ministry of Community and Social Services compliance, Quality Assurance Measures and Developmental Services Ontario.
- Excellent problem solving, organizational and analytical skills.
- Professional telephone etiquette.
- Must possess a high degree of creativity, forward thinking and initiative.
- Must be able to convey a helpful, supportive, positive and confident attitude.
- Must have the ability to deal with frequent interruptions, last minute changes to a previously established schedule, multiple priorities and the ability to accomplish tasks against deadline.
- Presentation skills to groups both small and large.
- Must be able to perform responsibilities with minimal supervision.
- Proven attendance and punctuality record.
- Able to maintain a professional attitude; ability to handle stressful situations.
- Able to maintain confidentiality and conduct work within appropriate privacy standards.
- Demonstrated enthusiasm, team spirit and willingness to learn and expand knowledge.
- Current First Aid/ CPR, NVCI Certification and QAM.

Applications should be sent marked **confidential before 4:00 p.m. May 27, 2016** including resume and covering letter to:

Leslie Steeves, Director of Human Resources  
 Community Living Campbellford/Brighton  
 65 Bridge Street East, Box 1360  
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(Note: E-Mail or hard copy only, no fax copies will be accepted)