

**Communitas - Staff Position Description**  
**SUPERVISORY**

**TITLE:** Home Share Coordinator  
**REPORTS TO:** Program Director

**POSITION SUMMARY**

This position provides complex case management for the Home Share program including liaising within complex care dynamics, problem solving and crisis and risk management. This position receives direction from the Program Director according to Communitas' Vision, Mission and Values as well as HR and Program Policy manuals. The Home Share Coordinator liaises with funders and provides support to home share providers, persons served and their families.

**SPECIFIC DUTIES**

1. Recruitment, care and management of contractors/families/persons served:

**Families/Persons served:**

- Responsible for intake and assessment of persons served' referrals and applications
- Assesses the needs of the persons served, and assesses the skills and abilities of the home share providers in order to match suitable caregivers with families
- Provides ongoing family support and resources
- Provides mediation and conflict resolution between families and home share providers
- Facilitates regular goal planning and supports overall quality of life improvements for the persons served
- Participates in development and implementation of Positive Behavior Support Plans

**Home Share Providers:**

- Recruits, interviews and screens potential home share providers
  - Conducts thorough and detailed home studies for potential home share providers
  - Discusses Home Share Service Handbook and contractual obligations with home share providers
  - Facilitates an excellent rapport and communication process with home share providers
  - Provides ongoing support to home share providers relating to contract issues, reporting/paperwork, day program arrangements, transitional issues
  - Monitors service outcomes according to each individual contract
  - Monitors service provision as per program requirements (home visits, etc.)
  - Monitors contract requirements and provides appropriate follow-up to breaches in contract
  - Participates in investigations around complaints or accusations pertaining to the home share provider as directed by the Program Director
  - Compiles and submits regular assessments/reports as required
  - Coordinates training of home share providers, including training by Health Services for Community Living Nurse, Registered Dietician Nutritionist, Occupational Therapist, etc. when necessary
  - Provides ongoing assessment of the home share placement
2. Participates in ongoing development and implementation of program policies and procedures
  3. Liaises professionally with CLBC and other community resources (e.g. Mental Health Services, Behavioural Consultants)
  4. Consults with other organizations/agencies to provide input/resources for home share placements
  5. Utilizes NucleusLabs for persons served and contracted service provider records
  6. Maintains electronic files and paperwork for home share providers and persons served
  7. Communicates accurately and fully with the Program Director, diligently reporting any identified risk
  8. Attends monthly contracted services meeting and is accessible via cell phone 24 hours/day, 7 days/week
  9. Other duties as required

**REQUIREMENTS**

- Experience and proven ability in complex case management required
- Degree in Social Services field, Conflict Resolution and/or Counselling preferred
- Training/experience in counselling is preferred
- Completion of CLBC Home Share Standards training and CLBC Home Study training course
- Familiar with and adherence to COA standards for Home Share
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Familiar with and able to implement 'Spirit of Gentleness' principles
- Excellent communication, mediation skills, and risk assessment and discernment skills
- Strong interpersonal, leadership and organizational skills with a high level of personal integrity, initiative and maturity
- Ability to work as a member of a team as well as being able to work independently
- Previous experience working with adults living with disabilities (including Mental Health, FASD, Behavioural)
- Willingness to be available for flexible working hours and access to own vehicle for home visits
- Excellent computer skills with working knowledge of MS Word/Excel