JOB POSTING

Position: **Community Program Coordinator,** Yorkton Branch

Employment type: Permanent, Full-time

Closing date: Friday, March 28, 2014

CORE RESPONSIBILY: Provides solution focused counselling and case management services, develops and implements person centered plans and comprehensive behavior support plans; develops curriculum and facilitates life skills classes, develops all community-based programming for participants

Duties and responsibilities:

- Assumes a lead role in development, implementation and quarterly review of the annual person centered plan for caseload
- Develops, implements and supports comprehensive behavior support plans for day program participants
- Builds relationships with community resources to develop community outings that support the social integration of program participants and solicits cost reductions, thereby creating economical and cost effective alternatives for program participants
- Works with Program Coordinators to coordinate and ensure delivery of a variety of day and evening recreational/leisure, individual and group activities
- Tracks the unmet needs and progress of clients, recommends changes to existing programs, proposes new programs
- Recruits, trains, supports and supervises Community-based Support Workers

Qualifications:

Education:

- Post-secondary degree in the Human Services Field, preferably in Social Work
- Valid class 5 driver's license
- Level 3 - Advanced Principles of Learning of Program Design

Skills:

- Strong leadership and communication skills
- Well developed interpersonal skills to work effectively and cooperatively with individuals with varying abilities, coworkers, community supports and businesses
- Knowledge understanding and ability to work with issues of people with varying abilities, such as: poverty, housing, supports and services available
- Effective written and verbal communication skills to express ideas and information in a clear and concise manner

The final candidates are required to provide satisfactory police record checks

Compensation: Pay Class 16 ($3,746 - $4,664) plus comprehensive benefit package

Submit resume, cover letter and references to:

Mail: Mary Baron, Executive Assistant
Saskatchewan Abilities Council - Yorkton Branch
P.O. Box 5011
Yorkton, SK S3N 3Z4

Phone: (306) 782-2463

Fax: (306) 782-7844

Email: careers@abilitiescouncil.sk.ca – (*please indicate position applied for in your email subject line and include all documentation in a single attachment)*

For position-specific questions, please contact the above.

We believe in workplace diversity and encourage applications from women, Aboriginal people, persons with disabilities and members of visible minorities.