



Kootenay Society for Community Living

JOB POSTING # **KSCL 04-003-2024**

DATE April 23, 2024

POSITION: Permanent Full Time

LOCATION: KSCL – Residential Coordinator

DAYS OF WORK: Monday to Friday
Days may change based on client/program needs

HOURS OF WORK: 40 hours per week (average)
Hours may change based on client/program needs

RATE OF PAY: As per Collective Agreement

QUALIFICATIONS: As per Collective Agreement
See website for requirements
This position is open all applicants regardless of gender identity
Subject to suitability

DUTIES: As per Job Description
Employee may be required to use their own vehicle in the performance of duties

Applications will be accepted up to 12:00 noon on: April 30, 2024

Selection may be subject to and determined by the interview. Please reference the Job Posting Number on your application. This is open to internal applicants.

This position requires union membership.

**Please bring in your applications in writing to the Castlegar office,
or email to hr-recruit@teamkscl.ca**

A complete listing of job postings available on: www.ksclcastlegar.net

Kootenay Society for Community Living
Policy & Procedures

Job Description – Residential Coordinator		
Policy #: 103.4	Board Approval:	Sept 19, 2023

Title: Residential Coordinator
Classification: Residential Coordinator – grid level 14 JJEP
Reports to: Program Manager
Purpose of Position: Responsible for planning, developing, and implementing all day-to-day operations of the C.O. & Employ ME programs. Reporting to Program Manager to oversee the Services.

Qualifications:

Education/Experience:

- Completed post-secondary Diploma in related field of Human/Social Services.
- Three (3) years in a related field including (1) year Supervisory Experience.
- Or an equivalent combination of education, training, and experience.

Skills and Knowledge:

- Demonstrate initiative & ability to work independently
- Ability to supervise and mentor staff
- Commitment to values and philosophy of KSCL
- Effective interpersonal & communication skills
- Effective written and oral skills
- Flexibility, reliability, punctuality
- Strong analytical and problem-solving skills
- Effective time management
- Ability to receive and respond to feedback

Requirements:

- Criminal Record Search clearance
- Appropriate First Aid and CPR
- Negative TB Test
- Physician’s declaration of physical and mental health
- Unrestricted Class 4
- Non-Violent Crisis Prevention and Intervention/Mandt
- Fully vaccinated with an approved COVID-19 vaccine and subsequent boosters (as of PHO, Nov 18/21)

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PROCEDURE:

Procedure Revision Date:

Sept 19, 2023

Position Duties and Responsibilities:

Plans and develops the residential(s) day to day programming in consultation with the Program Manager. Plans and implements residential(s) activities and special events.

Supervises residential(s) staff by performing duties such as assigning work, providing feedback on performance, and conducting performance evaluation

Schedules residential(s) staff in accordance to staffing requirements & budgeted hours.

Oversees the day-to-day operations of the residence by ensuring the necessary facilities and equipment are in place, residential guidelines and policies are adhered to and residential standards and licensing requirements are met

Provides & signs the Orientation training for the residential staff

Monitors and authorizes residential expenditures

Maintains the Imprest financial records in accordance with established procedures. Prepares projections of budgetary needs for the residence.

Ensure that up-to-date copies of all residential behavioral approaches are made available to support regular and casual staff.

Regularly review services to ensure established planning goals are met.

Promotes public awareness of and supports for the residence by performing duties such as attending community events.

Liaises with community service providers and professionals to Manager service provision
Completes and facilitates all referrals & Intakes for the residence and yearly ISP's

Facilitates Residential Staff Meetings and participates in all Professional Development.

Participate on committees, networks and working groups as directed by Program Manager

Maintain all equipment and oversee maintenance of Residential vehicles

Ensure Program Manager is kept informed by attending regular meetings to update.

Review residential's building & grounds regularly to properly maintain a safe and operational condition. Bring forward all recommendations for building/ground improvements to the Program Manager for approval of expenditures.

Participate in Occupational Health and Safety Committee.

Review the Residential Communication Book and individual journals.

Make residential/individual specific reports as required by individual, support network and/or Health Care Consultants.

Be familiar with all Residential Risk Assessments and other Plans, if required.

Review for accuracy all Residential staff's Time Sheets and submit to Payroll

Authorize and sign all Residential staff's vehicle and residential expenses

May be required to provide transportation

Other relevant duties as assigned