

**Position Title:** Accessible Community Program Coordinator

**Purpose:** Provide opportunities to build relationships with the Gibsons and area community at large, supporting adults with developmental disabilities in both access and participation. Develop scheduling, planning, coordination and administration of the program to ensure individual goals and objectives are met.

**Work Relationships:**

**The Program Coordinator :**

- Reports and is accountable to the Gibsons Family Network Board Chair
- Supports/ delivers program to participants
- Liaises effectively with Family Members/Caregivers, Government and Community Organizations

**Duties and Responsibilities:**

**The Program Coordinator is Responsible to:**

- Develop, implement, and coordinate plans and program designed to meet individual participant needs to foster independence, community integration, and social participation. Ensure that facilities and equipment are in place and that standards, guidelines and policies are adhered to.
- Ensure program participants have a detailed Person Centered Plan based on individual input and all significant others.
- Work as a frontline worker through Orientation, training, monitoring, evaluating and supporting individuals through all processes.
- Assist with supervision of expenditures within budget allowance, make recommendations to Board Chair regarding development and procedure, and evaluation.
- Ensure effective communications with staff, volunteers and families.
- Provide safe and legal transportation with driver qualifications meeting BC regulations and policies to transport clients.
- Function as the on-site advocate for each person with a developmental disability; and
- Other duties as assigned by the Board Chair - program manager.

**Working Conditions:**

**The Program Coordinator:**

- Half time position, hours may vary from week to week
- Reports to work in assigned location of the program which will vary.
- Functions independently while managing multiple concurrent projects and any emergency situations

- personal transportation enabling unimpeded travel with participants would be an asset
- Possess the level of physical fitness to effectively carry out duties to assist clients.

**Qualifications:**

**The Program Coordinator possesses:**

- A college diploma or university degree in the social sciences or an acceptable combination of post secondary and experience.
- 2 years related work experience with Adults with developmental disabilities.
- Excellent oral, written, facilitation and interpersonal communication skills in English
- Excellent problem solving, decision-making, and creative thinking skills.
- Professional, courteous, proactive, excellent time and general management skills.
- Clear and Current Criminal Record Check
- A strong desire and clear ability to work effectively as a team member.