

Delta, British Columbia

Are you looking for an exciting leadership role within the not-for-profit sector that's rewarding both personally and professionally?

Are you experienced and passionate about improving the quality of life of people with developmental disabilities?

Would you like to create opportunities for people with developmental disabilities to participate as contributing citizens of their community?

HOME SHARING SERVICES LIAISON

Delta Community Living Society (DCLS) (<http://www.dcls.ca>) is seeking an energetic, fun, and experienced candidate for the position of Home Sharing Services Liaison. This position is located in Delta, BC. DCLS is a community-focused not-for-profit organization that was established in 1963 to support individuals living with developmental disabilities and their families to improve their quality of life. DCLS provides the highest quality of support services through staffed residential, community inclusion, recreational, home sharing, and respite services.

Reporting to the Residential Services Manager, the Home Sharing Services Liaison is a member of the exempt team and will be responsible for the day-to-day operations of home sharing and respite services. The primary purpose of the position is to recruit, monitor, and evaluate contracted home sharing service providers, and provide ongoing support, advocacy and advice to persons served, their families, and the contractors. As a member of the exempt team, the position also participates in the development of organizational plans and objectives.

The ideal candidate will have at least five years of relevant and progressive experience. The candidate has a well developed ability to plan and organize. Excellent oral, written, facilitation, and interpersonal communication skills are required and a proven ability to communicate with all stakeholders involved in service delivery. Experience working within the community living and/or social services is essential, as well as a background working with people with disabilities. A flexible schedule is required.

DCLS takes pride in providing a flexible and family friendly work environment along with the benefits of ongoing professional development opportunities and knowing that the work undertaken by the organization makes a difference in the lives of many. DCLS offers a competitive salary and full benefits package.

DCLS's is currently accepting applications for the position of **Home Sharing Services Liaison**. Individuals interested in contributing within the community and to the long-term success of DCLS are encouraged to apply. **Application deadline is June 04, 2010.**

Please quote "DCLS-HSSL" in the subject line of your email, and forward your resume and cover letter to Human Resources at dcls@dcls.ca or by fax to 604-940-9683. Please see a detailed description of the position on the following pages.



ROLE DESCRIPTION

Working Title:
Program/Department:
Reports To:

Home Sharing Services Liaison
Residential Services
Residential Services Manager

Position Summary

Reporting to the Residential Services Manager, the Home Sharing Services Liaison is a member of the exempt team and will be responsible for for the day-to-day operations of home sharing and respite services. The primary purpose of the position is to recruit, monitor, and evaluate contracted home sharing service providers, and provide ongoing support, advocacy and advice to persons served, their families, and contractors. As a member of the exempt team, the position also participates in the development of organizational plans and objectives.

The ability to function independently and frequently under pressure, while managing multiple concurrent projects and deadlines including participating in resolving and effectively managing stressful and emergency crisis situations is an ongoing expectation. This position requires the ability to mentor stakeholders through the transition processes. The Home Sharing Services Liaison has a well developed ability to plan and organize. Excellent oral, written, facilitation, and interpersonal communication skills are required and a proven ability to communicate with all stakeholders involved in service delivery. A flexible schedule is required.

The Home Sharing Services Liaison must be dedicated to improving the quality of life of adults with developmental disabilities as valued members of the community. Additionally, this role demonstrates a commitment to the inclusion of personal network and community members. As a member of the leadership team the Home Sharing Services Liaison embodies the Mission, Vision, and Service Principles of Delta Community Living Society.

Scope

<p>Contract Management</p>	<ul style="list-style-type: none"> • Recruits, screens, and assesses the appropriateness of potential contractors • Negotiates, prepares, and maintains contracts • Monitors contractors to ensure compliance with terms, effectiveness, reporting, and determined outcomes • Monitors contractors through health and safety reviews, personal life planning meetings, regular visits, and other reviews as required • Provides or facilitates training and networking opportunities for contractors • Evaluates contractors formally and informally on an ongoing and regular basis • Responsible for oversight of and access to personal/confidential information associated with persons served (financial, health, legal) and ensuring the privacy of such information and documentation • Discusses problem situations with contractors and assists in resolving difficult or sensitive issues • Upon review, may recommend contracts for termination as appropriate
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Service Delivery	<ul style="list-style-type: none">• Ensures effective program/service delivery consistent with agency mandate and policy, legal, contractual, budgetary and other requirements• Coordinates and monitors the service delivery of professionals, resource and other workers, who assist and provides various services to persons served• Assists families and persons served with planning, act as a support and resource where appropriate• Identifies situations of abuse/neglect and responds in keeping with organizational policies and procedures, in addition to relevant CLBC policies and standards• Facilitates annual planning meeting of person served and personal network members• Ensure the effectiveness of the Personal Life Planning process and efficient use of the Personal Life Plan (PLP) software• Provides information about community resources to families and contractors• Provides liaison to CLBC officials and other professionals in regard to the program and individual participants
Program Planning and Administration	<ul style="list-style-type: none">• Develops and recommends plans and objectives for responsibility area• Participates in the development of program budget and reports on variances• Determines program resource requirements, and recommends service or program changes as required• Develops and monitors standards and accountability/control systems for assigned responsibility area• Ensures required records and documentation are maintained and submitted to the appropriate agencies• Develops and maintains a complete set of guidelines and policies in consultations with the manager• Ensures that all operation and required records and documentation are maintained and appropriately submitted as per DCLS's policies and procedures, CLBC guidelines, contractual obligations, and accreditation standards• Accountable to the Residential Services Manager for monthly, quarterly, and annual monitoring reports• Prepares reports, conducts special studies, and makes presentations as needed• Participates in committees, working groups, and related initiatives, etc• Performs other duties as assigned



<p>Stakeholder Relationships</p>	<ul style="list-style-type: none"> • Seek to understand, respect, and fulfill the desires and needs of persons served • Ensure that the rights of persons served is paramount in consideration of program outcomes • Establish effective working relationships and partnerships with persons served, contractors, families, staff, and all other stakeholders where required • Provide ongoing support, advice to persons served, their families, and contractors. Works in collaboration with DCLS day services staff • Field and respond to inquiries, requests, and complaints in a professional manner and in accordance with established policies • Respond immediately to emergencies in accordance with DCLS policies and procedures • Promote and represent the organization, its stakeholders, and services positively and professionally
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Competencies

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| 1. Verbal communication | 7. Integrity and trust |
| 2. Relationship building | 8. Managing diversity |
| 3. Client Focus | 9. Technical skills |
| 4. Organization skills | 10. High level report writing |
| 5. Ability to foster a culture of collaboration | 11. Adaptability |
| 6. Ability to motivate, coach, and develop others | 12. Interpersonal savvy |

Essential and Preferred Qualifications

	Essential	Preferred
Formal Education	<ul style="list-style-type: none"> • Degree or Diploma in Social Services or related field • Valid First Aid/CPR certificate 	<ul style="list-style-type: none"> • Bachelor of Arts in Social Services or a related field
Training	<ul style="list-style-type: none"> • 5 years of relevant and progressive experience • Individualized Planning • Advanced MS Office Skills • Proven Coaching, Training, and Conflict Resolution Skills 	<ul style="list-style-type: none"> • Person Centered Thinking and Planning • Home Study Certification • Mandt
Other Requirements	<ul style="list-style-type: none"> • Approved Criminal Record Search • Physician's approval • Valid British Columbia Driver License, as well as access to reliable vehicle is required daily 	