



## Job Opportunity

Position: Coordinator – Transition To A Home Of Our Own

There is an upcoming job posting for the position of Coordinator of the “Transition to a Home of Our Own” service offered by Community Living Belleville and Area, for a period of nine months starting in fall of 2020. “Transition to a Home of Our Own” is a unique and exciting opportunity where adults with developmental disabilities are offered opportunities, learning tools and experiences to live as independently as they choose. This service is based in an apartment setting to create a ‘home away from home’ where participants stay for blocks of time over a “term” of several months, discovering what it is like to have their own place and manage their own lives, while supported to whatever extent they may need.

This service was created through a partnership between Community Living Belleville and Area and the Family Action Committee, local families who wanted to see their sons or daughters enabled to move forward with their lives and away from complete dependence on parents. With the support of this service, several of the families have seen their adult children experience great success living more independently or on their own in an apartment in the community.

The person who takes on this position needs to be highly motivated, flexible and able to demonstrate initiative. The work schedule will involve working regular weekdays from 2pm to 10 pm to allow the participants to maintain their regular day time routines. Additional staff other than the Coordinator are present overnight.

The Coordinator needs to be the ‘ghost in the room’, providing guidance and support if needed as the participant moves about their day. The Coordinator must avoid “doing for” the participant; each person is supported uniquely as they experience living away from family. Creativity comes into play as everyone learns differently and each person will have their own unique schedule and routines. Tact and an encouraging attitude are a must.

Participants identify their own goals and aspirations and learn to manage tasks such as meal prep, grocery shopping, getting around in the community, planning for personal safety, and so on. Participants also explore their desires for work life, relationships, community engagement and community access.

The Coordinator needs to have a grasp of modern technologies, including the many uses of the cell phone, apps, smart home devices, etc. Being able to teach these to a participant is critical.

Completing written work and assessments are an important part of the job, as this service undertakes to provide the participant and family with a reliable, objective report at its close - a foundation for making plans for the participant's next steps.

With several participants involved on a rotating basis during each "term", the Coordinator must demonstrate the skills and ability to lead the staffing team in frequent transitioning of the individualized model of support for each participant. Coordinated planning, time management and good communication skills are essential.

### **HOW TO APPLY:**

Deadline for applications is September 18<sup>th</sup>, 2020. Please forward applications to the Director of Human Resources, Katherine Potts at [kpotts@communitylivingbelleville.org](mailto:kpotts@communitylivingbelleville.org)

Community Living Belleville and Area would like to thank all applicants who apply, however will only contact those candidates being considered for interviews.

Community Living Belleville and Area is committed to developing inclusive, barrier-free selection, appointment processes and workplace environments. If contacted in relation to this process, please advise human resources of your need for accommodation measures, which must be taken to enable you to be assessed in a fair and equitable manner.