

JOB OPPORTUNITY

POSITION: TEMPORARY TRANSITIONAL COORDINATOR

(Expected duration of up to one year)

REGION: Central

Community Living Toronto, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

QUALIFICATIONS:

University Degree or Community College Diploma in social services or equivalent plus two years experience in the human services field. Minimum of two years working with children and/or adults with Developmental Disabilities and Autism Spectrum Disorder. ABA background would be considered an asset.

JOB SUMMARY:

Under the general direction of the Manager, Supports and Housing Process, this position's focus is on working with children/adults entering or transitioning from residential sites, Ministry personnel, professional supports and community agencies. One of the primary goals is to facilitate admission/transition arrangements for children/adults that focus on improving the quality, consistency and timeliness of all admissions/transitions ensuring a continual effort towards life enhancement for persons involved.

RESPONSIBILITIES:

Reporting in a matrix relationship primarily to the Manager, Supports and Housing Process, this position is responsible for:

- Work collaboratively with relevant Managers/Supervisors/BSC's/agency departments' personnel/families/persons supported related to admissions/transitions
- Coordinate new referrals and gathering relevant information about the person(s) who will/may be transitioning – including file reviews, interviews, direct observations
- Coordinate onsite observations of the transitioning individual inclusive of providing tours of proposed locations.
- Organize, prioritize, and maintain a manageable and timely admission/transition schedule
- Support the conduction of environmental assessments / making recommendations regarding environmental needs for persons involved in admissions/transitions in concert with relevant BSC's.
- Utilize a holistic perspective to provide input into the continual improvement of person centred admission and transition processes.
- Utilize the Community Networks of Specialized Care Capacity Building Checklist and other relevant tools/resources that enable the duties of this position.

HOURS OF WORK: 37.5 hours per week.

TO APPLY:

SEND YOUR COVER LETTER AND RESUME TO:

Careers@cltoronto.ca

PLEASE QUOTE JOB POSTING #E19-204

When required, accommodations for disabilities will be provided, on request.

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contacted for an interview.