

SUPPORTS CO-ORDINATOR POSITION:

An independent, outgoing employer through the model 'In Company of Friends' is looking for an experienced female, Supports Co-ordinator. The employer is looking for a candidate that has demonstrated experience in using a person-centered approach, with strong management and coordination skills.

In the Company of Friends is a funding model offered by Manitoba Family Services to Manitobans living with a disability. A person who chooses this option is the employer, who self-directs and manages her own life with the support of friends and family.

Responsibilities of the Supports Co-ordinator include but are not limited to:

- Establishing an engaging relationship with the employer and working with her to achieve her vision for her life, with a focus on health and wellness;
- Training and Supervision of the Direct Support Professionals team (6-8 staff) in addition to other members of Support Team
- Planning and attending meetings with Support Network, and conducting meetings with staff members
- Produce monthly reports to be passed on to Support Network Members
- Admin duties, e.g minute-taking during staff meetings and meetings with Support Network
- Working in conjunction with the support network to meet the employers goals
- Understanding and assisting of budget planning
- Evaluations of staff members

Qualifications and Skills:

- Post-Secondary Education in a relatable field or related direct work and training experience
- Professional work behaviors with good organizational and planning skills
- Possess excellent interpersonal communication skills, both written and verbal
- Creative problem-solving ability
- Ability to take initiative
- Must be able to exemplify the qualities of a friendly professional that demonstrates respect, patience and trustworthiness

Requirements:

- Flexible schedule, with the ability to be on- call when needed
- Driver's License and use of a car is required. Mileage is reimbursed
- Benefits package available
- Criminal Record and Adult Abuse Registry check needed upon hire

Additional Information:

Salary Range (\$26,000-\$35,000) dependent on Experience and Education

Location: Garden City area

Please forward resume to Megan Scott at meganofs@icof-life.ca . Deadline April. 6th